

Teacher Retirement System of Texas

403(b) Product Registration System User Manual Version 3.0



Table of Contents

Section Number		Page
	General Information	
I.	Introduction-----	1
II.	Company Guidance-----	2
III.	Overview of the Process -----	3
IV.	Accessing the Product Registration System -----	4
	A. Logging In-----	4
	B. Obtaining a User ID and Password -----	4
	C. Password Guidance -----	5
V.	What's New: Version 3.0-----	5
	Proprietary Products and Product Fees, How to:	
VI.	Add Product-----	6
VII.	Access Product Information-----	8
VIII.	Add Product Fees (Also applies to Platform Product Fees)-----	9
	A. Add Product Front-End Sales Load Fee-----	10
	B. Add Product Back-End Sales Load Fee-----	12
	C. Add Product Annual Fixed Dollar Fee-----	14
	D. Add Product Asset-Based Fee -----	16
	E. Add Product Surrender/Withdrawal Charge-----	18
	F. Add Product Loan Application/Origination Fee -----	20
	G. Add Product Other Fee-----	22
IX.	Edit or Remove Product Fees -----	23
X.	Edit, Discontinue, Inactivate, Activate, Remove, or Copy Product -----	27
	A. Edit Product-----	27
	B. Discontinue Product -----	28
	C. Inactivate Product -----	29
	D. Activate Product -----	31
	E. Remove Product -----	33
	F. Copy Product -----	34
	Proprietary Investment Options and Investment Option Fees, How to:	
XI.	Add Investment Option -----	36
XII.	Access Investment Option Information -----	39
XIII.	Add Investment Option Fees-----	40
	A. Add Investment Option Front-End Sales Load Fee -----	41
	B. Add Investment Option Back-End Sales Load Fee -----	43
	C. Add Investment Option Annual Fixed Dollar Fee -----	45
	D. Add Investment Option Asset-Based Fee -----	47
	E. Add Investment Option Surrender/Withdrawal Charge -----	49
	F. Add Investment Option Loan Application/Origination Fee-----	51
	G. Add Investment Option Other Fee -----	53

Table of Contents

Section Number	Page
Proprietary Investment Options and Investment Option Fees, How to:	
XIV. Edit or Remove Investment Option Fees -----	54
XV. Edit, Discontinue, Inactivate, Activate, Remove or Copy Investment Option-----	58
A. Edit Investment Option -----	58
B. Discontinue Investment Option-----	59
C. Inactivate Investment Option -----	60
D. Activate Investment Option-----	62
E. Remove Investment Option-----	64
F. Copy Investment Option-----	65
View & Submit Proprietary Product & Proprietary Investment Option Functions	
XVI. View Product Summary -----	67
XVII. View Investment Option Summary-----	68
XVIII. Submit Product for TRS Review -----	69
XIX. Submit Investment Option for TRS Review-----	70
Compare Accepted Proprietary Products & Proprietary Investment Options with New Edits	
XX. Compare Previously Accepted Product or Investment Option with Newly Submitted Edits-----	71
A. Compare Previously Accepted Product with Newly Submitted Edits-----	71
B. Compare Previously Accepted Investment Option with Newly Submitted Edits -----	73
Platform Products and Platform Product Fees, How to:	
XXI. Add Platform Product-----	75
XXII. Access Product Information-----	77
XXIII. Access Platform Investment Option Information-----	78
XXIV. Add, Edit, or Remove Platform Investment Option Fees (see sect. VIII sub-sect. A-G for examples)--	79
A. Add Platform Investment Option Fees -----	79
B. Edit or Remove Platform Investment Option Fees -----	80
XXV. Discontinue, Inactivate, Activate, or Remove Platform Investment Option -----	84
A. Discontinue Platform Investment Option -----	84
B. Inactivate Platform Investment Option -----	85
C. Activate Platform Investment Option -----	87
D. Remove Platform Investment Option -----	89
View & Submit Platform Investment Option Functions	
XXVI. View Platform Investment Option Summary -----	90
XXVII. Submit Platform Investment Option for TRS Review -----	91
Compare Accepted Platform Investment Options with New Edits	
XXVIII. Compare Previously Accepted Platform Investment Option with Newly Submitted Edits -----	92
XXIX. Menu Bar-List of Options -----	94

403(b) Product Registration System User Manual

I. Introduction

The 80th Texas Legislature (2007) passed House Bill 2427 requiring 403(b) certified companies to register their 403(b) products offered on or after January 1, 2008, with the Teacher Retirement System (TRS). The legislation directed that TRS “shall establish and maintain a list of qualified investment products that are registered under this section. The list must include information concerning all the fees charged in connection with each registered qualified investment product and the sale and administration of the product”. TRS has developed the Product Registration System (PRS) to allow companies to register products on-line by providing fee information for each 403(b) product to be offered to school employees for contribution through salary reduction agreements.

We hope this manual will easily guide companies through the 403(b) product registration process. If you have any questions, please contact TRS 403(b) Product Registration at (866) 616-4032 or email 403b@trs.state.tx.us.

II. Company Guidance

- There are two product registration periods per year: November 1 through December 15, and May 1 through June 15.
- Companies must be currently certified to register products with TRS.
- Beginning January 1, 2008, only registered products may be offered to Texas school district and open-enrollment charter school employees through salary reduction agreements.
- If a product does not comply with TRS rules, the product will not be accepted by TRS. A company may choose to modify the product, but must comply with applicable insurance and securities laws and rules in order for the product to be a qualified investment product.
- Companies must report all fees subject to salary reduction agreement associated with a 403(b) product. This includes all fees charged for the product, each investment option (frequently referred to as a sub-account or funding option), and each optional benefit (such as a living benefit option). Financial Advisor fees must also be reported if they will be paid through salary reduction agreement.
- Companies are required to identify the maximum annualized fee charged for a product, investment option, and optional benefit. For example, if a fee of an asset-based fee is applied on a quarterly basis, the fee must be entered on an annualized basis. Companies have the opportunity to provide explanatory language for each fee, including whether there is a range or exception for a particular fee.
- All fees associated with a product, an investment option, and an optional benefit must be entered into the appropriate fee type from the categories listed below. All fees, including platform product fees, which are in addition to base product fees, will be aggregated within each fee type to determine whether the aggregate exceeds the caps established by TRS rule. Note: Any changes subsequently made to the proprietary product will automatically be reflected in the platform product.
 - Front-End Sales Load Fee—may not exceed 6% (in combination with Back-End Sales Load Fees).
 - Back-End Sales Load Fee—may not exceed 6% (in combination with Front-End Sales Load Fee).
 - Annual Fixed Dollar Fee—may not exceed \$50.00.
 - Asset-Based Fee—may not exceed 2.75% annually.
 - Surrender/Withdrawal Charge—may not exceed 10% in the first year, must decrease annually in subsequent years, and may not continue more than 12 years from contract initiation (with years 11 and 12 limited to 1% in each of those years).
 - Loan Application/Origination Fee—may not exceed \$50.00.
 - Other Fee—No established caps.
- 403(b) Product Registration System functionality has been tested in Microsoft Windows XP environment, using Internet Explorer v.7 and Firefox 3.5. No other platform or Internet browser has been tested.

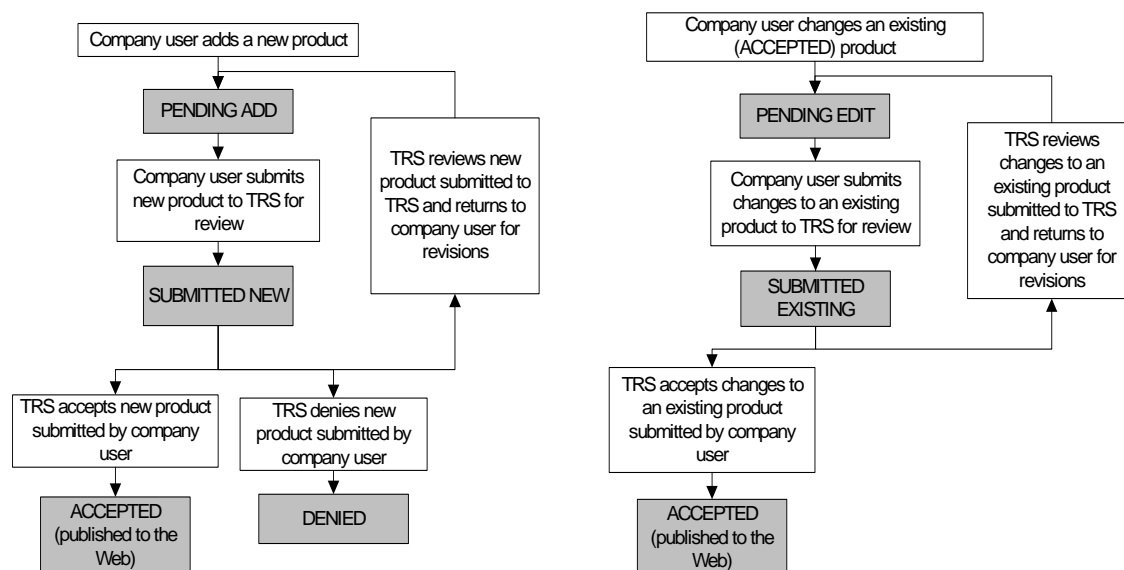
III. Overview of the Process

The product registration process is a four-step process.

1. Companies add all fee information for the product (and its investment options, if applicable) in the PRS and when complete submit it to TRS.
2. TRS reviews the product (and investment options) information compared to the fee maximums established by TRS rule. If there are questions or concerns, TRS contacts the company.
3. Companies respond with additional information to clarify or modify information in response to TRS questions.
4. TRS determines whether the product is accepted. Any product that TRS determines is not in compliance with TRS rules will not be accepted by TRS. Accepted products will be displayed to the public in two ways on the TRS Web site:
 - a. The maximum aggregate of the fees by fee category (asset-based fees or front-end sales load, for example) will be displayed for all TRS accepted products. This display will exclude fees for optional benefits.
 - b. The fee detail for each product (including fees for optional benefits) will be displayed by selecting the product.

The following diagram on the left shows how the registration process works for adding a new product. (Products may be added only during the two established registration periods: November 1 through December 15, and May 1 through June 15.)

The diagram on the right shows a similar process for required changes to products that have already been accepted by TRS. (Changes to accepted products may be submitted to TRS at any time.)



IV. Accessing the Product Registration System

A. Logging In

- The Teacher Retirement System of Texas (TRS) 403(b) Product Registration System (PRS) may be accessed from the following web site address: <https://oapi.trs.state.tx.us/FOTB/do/login>

The screenshot shows the login interface for the Teacher Retirement System of Texas 403(b) Product Registration System. The page has a purple header with the TRS logo on the left and the title "Teacher Retirement System of Texas 403(b) Product Registration" on the right. Below the header, there is a green sidebar on the left containing links: "403(b) Product Registration Manual", "403(b) Certification & Product Registration", "View 403(b) Registered Products", and "Need Help?". The main content area is white and features a "Login" section with input fields for "User ID:" and "Password:", a "Login" button, and a link for "Need a new password?".

- Logging into the PRS requires a User ID and Password.

B. Obtaining a User ID and Password

- A certified company must complete an **Application for 403(b) Product Registration** (form TRS 634) and submit the form along with the \$3,000 product registration fee to TRS. TRS will then send an email containing the User ID and Password to each designated Web Site Maintenance User. You may print a copy of the TRS 634 form by going to:
http://www.trs.state.tx.us/global.jsp?submenu=403b&page_id=/403b/forms_403b
- To add Web Site Maintenance User(s) or make changes to user information at a later date, a **Request to Add Web Site Maintenance User(s) for 403(b) Product Registration** (form TRS 635) must be submitted to TRS. You may print a copy of the TRS 635 form by going to:
http://www.trs.state.tx.us/global.jsp?submenu=403b&page_id=/403b/forms_403b

IV. Accessing the Product Registration System (continued)

C. Password Guidance

- Users will be required to change their initial passwords. Passwords must be 8-10 characters long, alphanumeric, and cannot be reused.
- Users will be required to change their passwords every 40 days.
- If TRS assigns a new password, for example if a password has been re-set, users will be required to again change their password.
- Only authorized Web Site Maintenance User(s) have access to the PRS.
- For assistance with user passwords please contact TRS at 866-616-4032 or email questions to the following email address: 403b@trs.state.tx.us.
- Upon entering a valid User ID and Password, click on “Log In”. This will bring the user to the Main Menu screen as shown below.

V. What’s New: Version 3.0

There are two enhancements to the PRS in version 3.0.

- Allow certified platform companies to register products that are currently registered by another certified company.
- Enhanced “Compare” functionality that allows users to 1. View fees as they are currently shown on the 403(b) Registered Products List, by selecting the “Web List Fee Summary” function and 2. View fees as they will be shown on the 403(b) Registered Products List, once changes have been accepted by TRS, by selecting the “Proposed Fee Summary” function.

VI. Add Product

- From the Main Menu, a user may begin adding a new product, view lists of products which are registered or are in various stages of being registered, or view company information.



- To begin registration of a 403(b) product, select “Add Product” from the list of options located on the left of your screen or from the Main Menu. This brings the user to the Add Product screen as shown below.

VI. Add Product (continued)

Teacher Retirement System of Texas
403(b) Product Registration

Add Product

Please enter the name of the 403(b) product offering and select the corresponding product type from the drop down menu.

Company Name: 403(b) PRS User Manual

Product Name:

Product Type:

- **Product Name:** Enter the name of the 403(b) product to be registered. There is an 80- character limit including spaces in this text field. Note: Only the first 20 characters of the product name will initially be displayed on the TRS Web site. However, users will be able to view the entire product name by placing the cursor over the partial name or selecting the product.
- **Product Type:** Click on the drop down arrow and select one of the four product types: Fixed Annuity, Variable Annuity, Equity-Based Index Annuity, or Custodial Account.
- Click on “Save & Continue” to save this product. This brings the user to the Product Information screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Product List screen.

Note: Once product information is saved, it is held in a **Pending Add** status until submitted to TRS (see p. 69). TRS will then accept the product or return it for additional edits.

VII. Access Product Information

- This screen is accessed by selecting “Save and Continue” on the Add Product screen or by selecting a product from the Product List.



The screenshot displays the 'Teacher Retirement System of Texas' logo and the title '403(b) Product Registration'. On the left is a vertical menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Product Information' and lists the following details: Company Name: 403(b) PRS User Manual, Product Name: UM Product, Product Number: 100-001, Product Type: Variable Annuity, Product Status: Active, Review Status: Pending Add, and Last Changed By: 100UT001. Below this information are several action links: Add, Edit, or Remove Product Fees; Add, Edit, or Remove Investment Options; Edit or Discontinue Product; Remove Product; Copy Product; View Product Summary; and Submit Product for TRS Review.

Product Information	
Company Name:	403(b) PRS User Manual
Product Name:	UM Product
Product Number:	100-001
Product Type:	Variable Annuity
Product Status:	Active
Review Status:	Pending Add
Last Changed By:	100UT001

[Add, Edit, or Remove Product Fees](#)
[Add, Edit, or Remove Investment Options](#)
[Edit or Discontinue Product](#)
[Remove Product](#)
[Copy Product](#)
[View Product Summary](#)
[Submit Product for TRS Review](#)

- The Product Information screen identifies the **Product Number** (100-001) assigned to this product. The **Product Status** (Active), the **Review Status** (Pending Add), and the User ID of the person who made the last change (100UT001) are also shown.
- This screen provides access to various other screens that allow actions such as adding, editing, copying, removing product fees or investment options, and removing a product from the PRS.

Note: If a user has logged into the PRS and needs to access the Product Information screen, select List All Products from the menu bar on the left side of the screen. Click on the desired product to be taken to the Product Information screen.

VIII. Add Product Fees (Also applies to Platform Product Fees)

- This screen is accessed by selecting “Add, Edit, or Remove Product Fees” on the Product Information screen.

The screenshot displays the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a vertical menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Product Fees' and shows the following information: Company Name: 403(b) PRS User Manual, Product: 100-001 - UM Product - Pending Add. Below this, it prompts the user to 'Click on a fee type to add it to this product:' and lists several fee types as clickable links: Front-End Sales Load, Back-End Sales Load, Annual Fixed Dollar Fee, Asset-Based Fee, Surrender/Withdrawal Charge, Loan Application/Origination Fee, and Other Fee. At the bottom, it prompts the user to 'Click on a fee to edit or remove that fee:' and includes a link for 'Submit Product for TRS Review'.

- To add a product fee, select the **fee type** to be added and complete all required fields.
- Once a product fee has been added and saved it will appear at the bottom of the Product Fees screen.
- All product fees are required to be in compliance with TRS RULE §53.3 (see Company Guidance on page 2 of this manual).
- Select the **Product** name to return to the Product Information screen.

A. Add Product Front-End Sales Load Fee

- This screen is accessed by selecting “Front-End Sales Load” from the Product Fees screen.

The screenshot shows the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Add Product Front-End Sales Load'. It contains the following fields and sections:

- Company Name:** 403(b) PRS User Manual
- Product:** 100-001 - UM Product - Pending Add
- Fee Type:** Front-End Sales Load
- Fee Name:** Sales Charge Based on Purchase Value (text input field)
- Maximum Annualized Fee Percentage:** 1.000 % (text input field)
- When does the fee apply and how is it calculated? (Limit 300 characters):** Fee applies: Salary contribution is received with a rate ranging between 0.450% and 1.000% based on the amount contributed. Calculated: As a percentage of the amount contributed.
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters):** This fee is waived in part by the selling agent.
- Is this an optional fee?** ☒ No ☐ Yes
- Buttons:** Save & Continue, Do Not Save

- Enter the product **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Percentage**-you must round to three decimal places. For example, this fee has a rate that ranges between 0.450% and 1.000% and is applied at the time of purchase; the maximum annualized fee percentage is 1.000%.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. **All product fees and associated investment option fees are aggregated within the same fee type.** Front-end and back-end sales loads may not exceed 6.000% in total. If a fee exceeds the allowable maximum for a fee type, an error message will appear and the fee will not be accepted by the PRS. In order for a product to be accepted, a fee amount will need to be in compliance with TRS RULE §53.3. Please refer to the warning below.*

*** WARNING: A certified company may charge a front-end sales load or back-end sales load that in the aggregate does not exceed six percent (6%) of the amount identified in the contract as subject to sales load charges, such as premiums paid or the price of the fund shares. TRS Rule 53.3(c).**

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.

A. Add Product Front-End Sales Load Fee (continued)

- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Product Fee screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Product Fee screen.

Note: Once product fee information is saved, it is held in a **Pending Add** status until the product is submitted to TRS (see p. 69). TRS will then accept the product or return it for additional edits.

Once a product fee has been added successfully, you will see a message stating “Product fee was added successfully” as seen in the screen below.

The screenshot displays a web application titled "403(b) Product Registration". On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area has a purple header with the title "403(b) Product Registration". Below this is a green box titled "Product Fee" containing the message "Product fee was added successfully". The details listed are: Company Name: 403(b) PRS User Manual, Product: [100-001 - UM Product - Pending Add](#), Fee Type: Front-End Sales Load, Fee Name: Sales Charge Based on Purchase Value, Maximum Annualized Fee Percentage: 1.000%. There are three questions with answers: "When does the fee apply and how is it calculated?" (Answer: Fee applies: Salary contribution is received with a rate ranging between 0.450% and 1.000 based on the amount contributed. Calculated: As a percentage of the amount contributed.), "What are the fee waivers, breakpoints, and caps?" (Answer: This fee may be waived in part by the selling agent.), and "Is this an optional fee?" (Answer: No). A [List Fees](#) link is at the bottom.

B. Add Product Back-End Sales Load Fee

- This screen is accessed by selecting “Back-End Sales Load” from the Product Fees screen.

Teacher Retirement System of Texas
403(b) Product Registration

Add Product Back-End Sales Load

Company Name: 403(b) PRS User Manual
Product: [100-001 - UM Product - Pending Add](#)
Fee Name: Sales Charge Based on Time Held
Maximum Annualized Fee Percentage: 1.000 %

Back-End Charge	Back-End Period
1.000 %	30 days
1.000 %	60 days
1.000 %	90 days
1.000 %	1 year
%	2 years
%	3 years
%	4 years
%	5 years
%	6 years
%	7 years

When does the fee apply and how is it calculated?
(Limit 300 characters)

Fee applies: To contract value for one year after contract initiation.
Calculated: As a percent of the amount sold, if contract is less than one year.

(Screen continued below.)

Fee Name: Sales Charge Based on Time Held
Maximum Annualized Fee Percentage: 1.000 %

Back-End Charge	Back-End Period
1.000 %	30 days
1.000 %	60 days
1.000 %	90 days
1.000 %	1 year
%	2 years
%	3 years
%	4 years
%	5 years
%	6 years
%	7 years

When does the fee apply and how is it calculated?
(Limit 300 characters)

Fee applies: To contract value for one year after contract initiation.
Calculated: As a percent of the amount sold, if contract is less than one year.

What are the fee waivers, breakpoints, and caps?
(Limit 300 characters)

Fee is waived in school districts with 50 or more participants.

Is this an optional fee? ☒ No ☐ Yes

[Save & Continue](#)
[Do Not Save](#)

B. Add Product Back-End Sales Load Fee (continued)

- Enter the product **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Percentage**-you must round to three decimal places. For example, this fee has a 1% rate that is applied if the product is sold at any time during the first year; the maximum fee is 1.000%.
- Enter the Back-End charge showing the fee that applies at sale based on the time period the product has been held.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. **All product fees and associated investment option fees are aggregated within the same fee type.** Front-end and back-end sales loads may not exceed 6.000% in total. If a fee exceeds the allowable maximum for a fee type, an error message will appear and the fee will not be accepted by the PRS. In order for a product to be accepted, a fee amount will need to be in compliance with TRS RULE §53.3. Please refer to the warning below.*

*** WARNING: A certified company may charge a front-end sales load or back-end sales load that in the aggregate does not exceed six percent (6%) of the amount identified in the contract as subject to sales load charges, such as premiums paid or the price of the fund shares. TRS Rule 53.3(c).**

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Product Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Product Fees screen.

Note: Once product fee information is saved, it is held in a **Pending Add** status until the product is submitted to TRS (see p. 69). TRS will then accept the product or return it for additional edits.

C. Add Product Annual Fixed Dollar Fee

- This screen is accessed by selecting “Annual Fixed Dollar Fee” from the Product Fees screen.

The screenshot shows the '403(b) Product Registration' screen for the 'Teacher Retirement System of Texas'. The page has a purple header with the system name and a red star logo. A left sidebar contains navigation links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Add Product Annual Fixed Dollar Fee' and contains the following fields and options:

- Company Name: 403(b) PRS User Manual
- Product: [100-001 - UM Product - Pending Add](#)
- Fee Type: Annual Fixed Dollar Fee
- Fee Name:
- Maximum Annualized Fee Amount:
- When does the fee apply and how is it calculated? (Limit 300 characters):
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters):
- Is this an optional fee? ☒ No ☐ Yes
- Buttons: Save & Continue, Do Not Save

- Enter the product **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Amount**. For example, this fee has a flat dollar amount of \$30.00 that is applied on an annual basis for the duration of the contract; the maximum fee is \$30.00.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. **All product fees and associated investment option fees are aggregated within the same fee type.** If a fee exceeds the allowable maximum for a fee type, an error message will appear and the fee will not be accepted by the PRS. In order for a product to be accepted, a fee amount will need to be in compliance with TRS RULE §53.3. Please refer to the warning below.*

*** WARNING: A certified company may charge an annual fixed dollar fee of no more than \$50.00 per year per qualified investment product, contract, policy, or account. A fixed dollar fee is not dependent on account values, loan amounts, or any other amount for its determination. TRS Rule 53.3(d).**

C. Add Product Annual Fixed Dollar Fee (continued)

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Product Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Product Fees screen.

Note: Once product fee information is saved, it is held in a **Pending Add** status until the product is submitted to TRS (see p. 69). TRS will then accept the product or return it for additional edits.

D. Add Product Asset-Based Fee

- This screen is accessed by selecting “Asset-Based Fee” from the Product Fees screen.

The screenshot shows the 'Add Product Asset-Based Fee' screen within the Teacher Retirement System of Texas 403(b) Product Registration interface. The page has a purple header with the system name and a blue sidebar with navigation links. The main content area is green and contains the following fields and controls:

- Company Name:** 403(b) PRS User Manual
- Product:** [100-001 - UM Product - Pending Add](#)
- Fee Type:** Asset-Based Fee
- Fee Name:** Mortality Fee
- Maximum Annualized Fee Percentage:** 0.150 %
- When does the fee apply and how is it calculated? (Limit 300 characters):** Fee applied: Daily as a percentage of average daily account value. Calculated: Charged daily.
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters):** None.
- Is this an optional fee?** ☒ No ☐ Yes
- Buttons:** Save & Continue, Do Not Save

- Enter the product **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Percentage**-you must round to three decimal places. For example, this fee has a rate of 0.00041% that is applied daily; therefore, the maximum fee is 0.150%.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. Submission of asset-based fees that exceed 2.75% per year will not be blocked because the weighted average of these fees in combination with other lower fees may not exceed the fee cap. However, a product with product fees that, in combination with the lowest investment option fee, exceed 2.75% annually will not be accepted. All certified companies are reminded that adequate controls must be in place to ensure that they do not enter into salary reduction agreements or allow investment selections that cause the 2.75% asset-based fee to be exceeded. Please refer to the warning below.*

*** WARNING:** For a qualified investment product other than an annuity contract and for the portion of an annuity contract that consists of a variable account, a certified company may assess a charge of no more than 2.75 percent annually of the total value of assets in the employee's variable annuity contract account or other investment product account. TRS Rule 53.3(e).

D. Add Product Asset-Based Fee (continued)

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Product Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Product Fees screen.

Note: Once product fee information is saved, it is held in a **Pending Add** status until the product is submitted to TRS (see p. 69). TRS will then accept the product or return it for additional edits.

E. Add Product Surrender/Withdrawal Charge

- This screen is accessed by selecting “Surrender/Withdrawal Charge” from the Product Fees screen.

Teacher Retirement System of Texas
403(b) Product Registration

Add Product Surrender/Withdrawal Charge

Company Name: 403(b) PRS User Manual
Product: [100-001 - UM Product - Pending Add](#)
Fee Name:
Maximum Annualized Fee Percentage: %

Surrender/Withdrawal Charge	Surrender/Withdrawal Period
<input type="text" value="5.000"/> %	1 year
<input type="text" value="4.500"/> %	2 years
<input type="text" value="4.000"/> %	3 years
<input type="text" value="3.500"/> %	4 years
<input type="text" value="3.000"/> %	5 years
<input type="text" value="2.500"/> %	6 years
<input type="text" value="2.000"/> %	7 years
<input type="text" value="1.500"/> %	8 years
<input type="text" value="1.000"/> %	9 years
<input type="text" value="0.500"/> %	10 years
<input type="text" value=""/> %	11 years
<input type="text" value=""/> %	12 years

When does the fee apply

(Screen continued below.)

Add Product Surrender/Withdrawal Charge

Surrender/Withdrawal Charge	Surrender/Withdrawal Period
<input type="text" value="5.000"/> %	1 year
<input type="text" value="4.500"/> %	2 years
<input type="text" value="4.000"/> %	3 years
<input type="text" value="3.500"/> %	4 years
<input type="text" value="3.000"/> %	5 years
<input type="text" value="2.500"/> %	6 years
<input type="text" value="2.000"/> %	7 years
<input type="text" value="1.500"/> %	8 years
<input type="text" value="1.000"/> %	9 years
<input type="text" value="0.500"/> %	10 years
<input type="text" value=""/> %	11 years
<input type="text" value=""/> %	12 years

When does the fee apply and how is it calculated? (Limit 300 characters)

What are the fee waivers, breakpoints, and caps? (Limit 300 characters)

Is this an optional fee? ☒ No ☐ Yes

E. Add Product Surrender/Withdrawal Charge (continued)

- Enter the product **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Percentage**-you must round to three decimal places. For example, this fee has a rate that ranges between 0.500% and 5.000% and is applied annually; the maximum annualized fee percentage is 5.000%.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. **All product fees and associated investment option fees are aggregated within the same fee type.** If a fee exceeds the allowable maximum for a fee type, an error message will appear and the fee will not be accepted by the PRS. In order for a product to be accepted, a fee amount will need to be in compliance with TRS RULE §53.3. Please refer to the warning below.*

WARNING: A certified company may charge a surrender or withdrawal charge on an annuity contract account that may not exceed ten percent (10%) of the accumulation (account) value, the individual deposits, or the premiums paid, whichever is specified in the contract. Surrender charges must terminate within ten (10) years of the inception of the employee's contract unless a disclosure is made informing the employee of a longer period of not in excess of twelve (12) years. No surrender or withdrawal charge may be longer than twelve (12) years from the inception of the employee's contract. Surrender or withdrawal charges shall decline annually. Surrender or withdrawal charges imposed for longer than ten (10) years are limited to no more than one percent (1%) in year eleven and one percent (1%) in year twelve. Surrender or withdrawal charges may be based on the accumulation value of an annuity or a component part thereof, as specified and defined in the contract. TRS Rule 53.3(f).

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Product Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Product Fees screen.

Note: Once product fee information is saved, it is held in a **Pending Add** status until the product is submitted to TRS (see p. 69). TRS will then accept the product or return it for additional edits.

F. Add Product Loan Application/Origination Fee

- This screen is accessed by selecting “Loan Application/Origination Fee” from the Product Fees screen.

The screenshot shows the 'Teacher Retirement System of Texas' logo in the top left corner. The main header is '403(b) Product Registration'. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out.

The main content area is titled 'Add Product Loan Application/Origination Fee'. It contains the following fields and controls:

- Company Name: 403(b) PRS User Manual
- Product: [100-001 - UM Product - Pending Add](#)
- Fee Type: Loan Application/Origination Fee
- Fee Name:
- Maximum Annualized Fee Amount:
- When does the fee apply and how is it calculated? (Limit 300 characters):
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters):
- Is this an optional fee? ☒ No ☐ Yes
- Buttons: Save & Continue, Do Not Save

- Enter the product **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Amount**. For example, this fee has a flat dollar amount of \$25.00 that is applied on a one time basis; the maximum fee is \$25.00.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. **All product fees and associated investment option fees are aggregated within the same fee type.** If a fee exceeds the allowable maximum for a fee type, an error message will appear and the fee will not be accepted by the PRS. In order for a product to be accepted, a fee amount will need to be in compliance with TRS RULE §53.3. Please refer to the warning below.*

- * **WARNING: A certified company may charge a loan initiation fee of no more than \$50.00. This subsection does not prohibit a company from charging interest on a loan in addition to a loan initiation fee. If the investment product is an annuity contract, loan terms must comply with applicable requirements of insurance laws, including Article 3.44c, Insurance Code. TRS Rule 53.3(g).**
- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.

F. Add Product Loan Application/Origination Fee (continued)

- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Product Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Product Fees screen.

Note: Once product fee information is saved, it is held in a **Pending Add** status until the product is submitted to TRS (see p. 69). TRS will then accept the product or return it for additional edits.

G. Add Product Other Fee

- This screen is accessed by selecting “Other Fee” from the Product Fees screen.

The screenshot shows the 'Add Product Other Fee' screen within the Teacher Retirement System of Texas 403(b) Product Registration system. The page has a purple header with the system name and a blue sidebar with navigation links. The main content area is green and contains the following fields and controls:

- Company Name:** 403(b) PRS User Manual
- Product:** [100-001 - UM Product - Pending Add](#)
- Fee Type:** Other Fee
- Fee Name:** Transaction Request Fee
- Maximum Annualized Fee Percentage:** [] %
- Maximum Annualized Fee Amount:** \$10.00
- When does the fee apply and how is it calculated? (Limit 300 characters):** Fee applies: Whenever assistance is required in the sale or purchase of a security. Calculated: Flat dollar amount
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters):** None.
- Is this an optional fee?** ☒ No ☐ Yes
- Buttons:** Save & Continue, Do Not Save

- Enter the product **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Percentage**-you must round to three decimal places or the **Maximum Annualized Fee Amount**. If this fee has a percentage that ranges between .250% and .850% and is applied quarterly, enter the maximum annualized fee percentage of 3.400%. If this fee has a dollar amount that ranges between \$8.00 and \$12.00 and is applied quarterly, enter the maximum annualized fee amount of \$48.00. In the example provided, this fee has a \$10.00 fee whenever an intermediary, such as a broker-dealer, assists in the sale or purchase of a security; the maximum fee is \$10.00.

There are no established fee caps for other fees. However, other fees will be reviewed by TRS to ensure they are not misclassified.

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.

G. Add Product Other Fee (continued)

- Click on “Save & Continue” to save this fee. This brings the user to the Product Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Product Fees screen.

Note: Once product fee information is saved, it is held in a **Pending Add** status until the product is submitted to TRS (see p. 69). TRS will then accept the product or return it for additional edits.

IX. Edit or Remove Product Fees

- This screen is accessed by selecting “Add, Edit, or Remove Product Fees” from the Product Information screen.

The screenshot displays the 'Teacher Retirement System of Texas' logo and the title '403(b) Product Registration'. The main heading is 'Product Fees'. Below this, it shows 'Company Name: 403(b) PRS User Manual' and 'Product: 100-001 - UM Product - Pending Add'. There are two sections of links: one for adding fees and one for editing/removing fees. The left sidebar contains a navigation menu with links like 'Main Menu', 'Add Product', 'View Web List', 'List All Products', 'List Pending Products', 'List Submitted Products', 'List Denied Products', 'Company Information', 'Change Password', '403(b) Product Registration Manual', '403(b) Certification & Product Registration', 'View 403(b) Registered Products', 'Need Help?', and 'Log out'.

Teacher Retirement System of Texas
403(b) Product Registration

Product Fees

Company Name: 403(b) PRS User Manual
Product: [100-001 - UM Product - Pending Add](#)

Click on a fee type to add it to this product:

- [Front-End Sales Load](#)
- [Back-End Sales Load](#)
- [Annual Fixed Dollar Fee](#)
- [Asset-Based Fee](#)
- [Surrender/Withdrawal Charge](#)
- [Loan Application/Origination Fee](#)
- [Other Fee](#)

Click on a fee to edit or remove that fee:

- [Front-End Sales Load - Sales Charge Based on Purchase Value](#)
- [Back-End Sales Load - Sales Charge Based on Time Held](#)
- [Annual Fixed Dollar Fee - Contract Fee](#)
- [Asset-Based Fee - Mortality Fee](#)
- [Surrender/Withdrawal Charge - Surrender and Withdrawal](#)
- [Loan Application/Origination Fee - Application Fee for Loan Approval](#)
- [Other Fee - Transaction Request Fee](#)

[Submit Product for TRS Review](#)

- Once a product fee has been added and saved it will appear at the bottom of the Product Fees screen.
- To edit or remove a fee, click on the desired fee.
- User will be taken to an edit fee screen. An example is shown below.

IX. Edit or Remove Product Fees (continued)

The screenshot shows the 'Edit Product Front-End Sales Load' screen. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area has a header 'Teacher Retirement System of Texas 403(b) Product Registration' and a sub-header 'Edit Product Front-End Sales Load'. The form fields are: Company Name: 403(b) PRS User Manual; Product: 100-001 - UM Product - Pending Add; Fee Type: Front-End Sales Load; Fee Name: Sales Charge Based on Purchase Value; Maximum Annualized Fee Percentage: 1.000 %; When does the fee apply and how is it calculated? (Limit 300 characters): Fee applies: Salary contribution is received with a rate ranging between 0.450% and 1.000% based on the amount contributed. Calculated: As a percentage of the amount contributed.; What are the fee waivers, breakpoints, and caps? (Limit 300 characters): This fee is waived in part by the selling agent.; Is this an optional fee? ☒ No ☐ Yes. At the bottom are three buttons: Save & Continue, Do Not Save, and Remove.

- The edit fee screens (each edit fee screen is specific to the fee type) allow the user to edit the fee name, the maximum fee percentage or amount, when the fee applies, how the fee is calculated, and fee waiver/breakpoint/cap information. The user can also change whether or not a fee is optional.
- Click on “Save & Continue” to save changes. This brings the user to the Product Fee screen showing the updated information. Once a product fee has been edited successfully, you will see a message near the top of the page stating “Product fee was edited successfully” as seen in the screen below.

The screenshot shows the 'Product Fee' screen. On the left is the same navigation menu as the previous screen. The main content area has a header 'Teacher Retirement System of Texas 403(b) Product Registration' and a sub-header 'Product Fee'. Below the sub-header is a message: 'Product fee was edited successfully'. The form fields are: Company Name: 403(b) PRS User Manual; Product: 100-001 - UM Product - Pending Add; Fee Type: Front-End Sales Load; Fee Name: Sales Charge Based on Purchase Value; Maximum Annualized Fee Percentage: 1.0000%; When does the fee apply and how is it calculated?: Fee applies: Salary contribution is received with a rate ranging between 0.450% and 1.000% based on the amount contributed. Calculated: As a percentage of the amount contributed.; What are the fee waivers, breakpoints, and caps?: This fee is waived in part by the selling agent.; Is this an optional fee? No. At the bottom is a link: List Fees.

IX. Edit or Remove Product Fees (continued)

- Click on “Do Not Save” to return to the Product Fees screen without changing fee information.
- Click on “Remove” to remove the fee. Clicking on “Remove” will generate a warning asking “Are you sure you want to remove this fee?”

Teacher Retirement System of Texas
403(b) Product Registration

Remove Fee

Are you sure you want to remove this fee?

Company Name: 403(b) PRS User Manual
Product: 100-001 - UM Product - Pending Add
Fee Type: Front-End Sales Load
Fee Name: Sales Charge Based on Purchase Value
Maximum Annualized Fee Percentage: 1.000%

When does the fee apply and how is it calculated? Fee applies: Salary contribution is received with a rate ranging between 0.450% and 1.000% based on the amount contributed. Calculated: As a percentage of the amount contributed.

What are the fee waivers, breakpoints, and caps? This fee is waived in part by the selling agent.

Is this an optional fee? No

- Select “Remove Fee” to be taken to a Remove Fee screen showing “You have successfully removed the fee”. Note: Once a fee is removed, it must be re-entered in the PRS.

Teacher Retirement System of Texas
403(b) Product Registration

Remove Fee

You have successfully removed the fee.

Company Name: 403(b) PRS User Manual
Product: 100-001 - UM Product - Pending Add
Fee Type: Front-End Sales Load
Fee Name: Sales Charge Based on Purchase Value
Maximum Annualized Fee Percentage: 0%

When does the fee apply and how is it calculated?

What are the fee waivers, breakpoints, and caps?

Is this an optional fee? No

[List Fees](#)

IX. Edit or Remove Product Fees (continued)

- Select “Do NOT Remove Fee” to return to a partially filled Edit Product (Fee Type) screen. At this partially filled screen select “Do NOT Save” to return to the Product Fees screen without changing the fee information.

The screenshot shows the 'Teacher Retirement System of Texas' logo and title at the top. Below the title is the '403(b) Product Registration' header. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Edit Product Front-End Sales Load'. It contains the following fields and controls:

- Company Name: 403(b) PRS User Manual
- Product: [100-001 - UM Product - Pending Add](#)
- Fee Type: Front-End Sales Load
- Fee Name: Sales Charge Based on Purchase Value
- Maximum Annualized Fee Percentage: %
- When does the fee apply and how is it calculated? (Limit 300 characters):
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters):
- Is this an optional fee? ☒ No ☐ Yes
- Buttons: Save & Continue, Do Not Save, Remove

Note: Once product fee information is saved, it is held in a **Pending Add** status. The fee may be edited until the product is submitted to TRS (see p. 69). TRS will then accept the product or return it for additional edits.

X. Edit, Discontinue, Inactivate, Activate, Remove, or Copy Product

A. Edit Product

- This screen is accessed by selecting “Edit or Discontinue Product” from the Product Information screen.

The screenshot shows the 'Edit Product' screen within the Teacher Retirement System of Texas 403(b) Product Registration system. The page has a purple header with the system name and a red star logo. A left sidebar contains a list of navigation links. The main content area is green and contains the 'Edit Product' form. The form displays the following information: Company Name: 403(b) PRS User Manual; Product: 100-001 - UM Product - Pending Add; a checkbox for 'This product has been discontinued.'; Discontinuation Date: three empty dropdown menus; Product Name: UM Product (in a text box); Product Type: Variable Annuity. At the bottom of the form are two buttons: 'Save & Continue' and 'Do Not Save'.

Teacher Retirement System of Texas
403(b) Product Registration

Edit Product

Company Name: 403(b) PRS User Manual
Product: [100-001 - UM Product - Pending Add](#)
☐ This product has been discontinued.
Discontinuation Date:
Product Name:
Product Type: Variable Annuity

[Main Menu](#)
[Add Product](#)
[View Web List](#)
[List All Products](#)
[List Pending Products](#)
[List Submitted Products](#)
[List Denied Products](#)
[Company Information](#)
[Change Password](#)
[403\(b\) Product Registration Manual](#)
[403\(b\) Certification & Product Registration](#)
[View 403\(b\) Registered Products](#)
[Need Help?](#)
[Log out](#)

- **Product Name:** The product name may be changed in this text box. Note: There is an 80- character limit including spaces in this text field. Note: Only the first 20 characters of the product name will initially be displayed on the TRS Web site. However, users will be able to view the entire product name by placing the cursor over the partial name or selecting the product.
- Click on “Save & Continue” to save edits.
- Click on “Do Not Save” to clear entries and return to the Product Information screen.

Note: A product may be edited while in a pending add status. Once edits have been submitted to TRS for review the product will go into a **pending edit** status. TRS will then accept the product or return it for additional edits.

B. Discontinue Product

- This screen is accessed by selecting “Edit or Discontinue Product” from the Product Information screen.

The screenshot shows the 'Edit Product' screen in the Teacher Retirement System of Texas 403(b) Product Registration system. The page has a purple header with the system name and a green sidebar with navigation links. The main content area is white and contains the following fields and controls:

- Company Name:** 403(b) PRS User Manual
- Product:** 100-001 - UM Product - Pending Add
- ☒ This product has been discontinued.
- Discontinuation Date:** August 31 2008
- Product Name:** UM Product
- Product Type:** Variable Annuity
-
-

The sidebar on the left contains the following links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out.

- A **discontinued product** remains available for contributions to existing contracts but new contracts may no longer be offered.

Note: An **inactive product** is no longer available for contributions to existing contracts and new contracts may no longer be offered. See section X subsection C.

Note: Once the submittal to discontinue a product on the 403(b) Active Products List has been accepted by TRS, the product will move from the Active Products List to the Discontinued Products List. The discontinued product can be reinstated at any time by returning to this screen, un-checking the box next to “This product has been discontinued”, clicking on “Save & Continue”, and then submitting to TRS for review.

- If the product has been discontinued, check the box next to “This product has been discontinued”.
- **Discontinuation Date:** Enter the effective date of product discontinuation.
- Click on “Save & Continue” to save edits.
- Click on “Do Not Save” to clear entries and return to the Product Information screen.

C. Inactivate Product

- “Inactivate Product on Web List” is only visible if a product has previously been accepted, and can be accessed from the Product Information screen.

The screenshot displays the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a blue sidebar menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area has a purple header with the system name and title. Below the header, the 'Product Information' section displays details for a product: Company Name: 403(b) PRS User Manual, Product Name: Copy Product, Product Number: 100-003, Product Type: Variable Annuity, Product Status: Active, Review Status: Accepted, and Last Changed By: 100UT001. Below this information are several blue underlined links: Add, Edit, or Remove Product Fees; Add, Edit, or Remove Investment Options; Edit or Discontinue Product; Copy Product; View Product Summary; and Inactivate Product on Web List.

- To inactivate a product on the 403(b) Active Products List, select “Inactivate Product on Web List” from the Product Information screen.
- An **inactive product** is no longer available for contributions to existing contracts and new contracts may no longer be offered.

Note: A **discontinued product** remains available for contributions to existing contracts but new contracts may no longer be offered. See section X subsection B.

Note: If a user has logged into the PRS and needs to access the Product Information screen, select List All Products from the menu bar on the left side of the screen. Click on the desired product to be taken to the Product Information screen.

C. Inactivate Product (continued)

Teacher Retirement System of Texas	
403(b) Product Registration	
<p>Submit Inactivation on Web List</p> <p>Are you sure you want to submit this product for inactivation on the Web List? If approved, this product and all fees associated with it, along with all investment options and investment option fees, will be moved to the Inactive List.</p> <p>Product Information</p> <p>Company Name: 403(b) PRS User Manual Product Name: Copy Product Product Number: 100-003 Product Type: Variable Annuity Product Status: Active Review Status: Accepted Last Changed By: 100UT001</p>	
<p>Back-End Sales Load</p> <p>Fee Name: Sales Charge Based on Time Held Maximum Annualized Fee Percentage: 1.000% Fee Schedule: 30 days: 1.000% 60 days: 1.000% 90 days: 1.000% 1 year: 1.000%</p> <p>When does the fee apply and how is it calculated? Fee applies: To contract value for one year after contract initiation. Calculated: As a percent of the amount sold, if contract is less than one year.</p> <p>What are the fee waivers, breakpoints, and caps? Fee is waived in school districts with 50 or more participants.</p> <p>Is this an optional fee? No</p>	
<p>Annual Fixed Dollar Fee</p>	

(Screen continued below)

<p>When does the fee apply and how is it calculated?</p> <p>What are the fee waivers, breakpoints, and caps?</p> <p>Is this an optional fee?</p>	<p>The amount of the charge will depend on how long your contract has been in effect. This fee has a rate that ranges between 0.500% and 5.000% and is applied annually. The amount of withdrawal charge assessed against the contract will not exceed 5% of purchase payments under the contract.</p> <p>Fee waived: 10% of contract value per year for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.</p> <p>No</p>
<p>Loan Application/Origination Fee</p> <p>Fee Name: Application Fee for Loan Approval Maximum Annualized Fee Amount: \$25.00 When does the fee apply and how is it calculated? Fee applies: at the time of loan origination. Calculated: Flat dollar amount. What are the fee waivers, breakpoints, and caps? None. Is this an optional fee? No</p>	
<p>Other Fee</p> <p>Fee Name: Transaction Request Fee Maximum Annualized Fee Amount: \$10.00 When does the fee apply and how is it calculated? Fee applies: Whenever assistance is required in the sale or purchase of a security. Calculated: Flat dollar amount What are the fee waivers, breakpoints, and caps? None. Is this an optional fee? No</p>	
<p>Compare Product</p> <p>TRS will receive automated notification that the information is ready for inactivation on the Web List. After review is completed, TRS will move the information to the Inactive List or will communicate with the company regarding the need for revision.</p> <p>If you want to include a message in the e-mail notification being sent to TRS, enter it here:</p> <p><input type="text"/></p> <p><input type="button" value="Submit for Inactivation"/> <input type="button" value="Not Ready for Submission"/></p>	

- Click on “Submit for Inactivation” to submit a product. Note: Once the submittal to inactivate a product on the 403(b) Active Products List has been accepted by TRS, the product will move from the Active Products List to the Inactive Products List. The product can be reactivated at any time by submitting an Activation request. The 403(b) Inactive Products List also includes products and investment options that have been suspended or revoked by TRS or products that were offered by companies that are no longer certified.
- Click on “Not Ready for Submission” if you do not want to submit a product for inactivation. This brings the user to the Product Information screen.

D. Activate Product

- “Activate Product on Web List” is only visible if a product has previously been accepted and inactivated. Go to the Main Menu screen, click on List All Products, and then select the previously inactivated product that now needs to be activated.

Teacher Retirement System of Texas
403(b) Product Registration

Accepted Product Summary
Product Information

Company Name: 403(b) PRS User Manual
Certified Product Type: Annuity
Product Name: Copy Product
Product Number: 100-003
Product Type: Variable Annuity
Product Status: Inactive
Review Status: Accepted
Last Changed By: 100UT001

Back-End Sales Load

Fee Name:	Sales Charge Based on Time Held
Maximum Annualized Fee Percentage:	1.000%
Fee Schedule:	30 days: 1.000% 60 days: 1.000% 90 days: 1.000% 1 year: 1.000%

When does the fee apply and how is it calculated?
Fee applies: To contract value for one year after contract initiation. Calculated: As a percent of the amount sold, if contract is less than one year.

What are the fee waivers, breakpoints, and caps?
Fee is waived in school districts with 50 or more participants.

Is this an optional fee?
No

Annual Fixed Dollar Fee

Fee Name:	Contract Fee
Maximum Annualized Fee Amount:	\$35.00

When does the fee apply and how is it calculated?
Applies: Annually at contract anniversary. Calculated: Flat dollar amount.

Breakpoint: This fee is waived if contract value is greater than

(Screen continued below)

6 years: 2.500%
7 years: 2.000%
8 years: 1.500%
9 years: 1.000%
10 years: 0.500%

When does the fee apply and how is it calculated?
The amount of the charge will depend on how long your contract has been in effect. This fee has a rate that ranges between 0.500% and 5.000% and is applied annually. The amount of withdrawal charge assessed against the contract will not exceed 5% of purchase payments under the contract.

What are the fee waivers, breakpoints, and caps?
Fee waived: 10% of contract value per year for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.

Is this an optional fee?
No

Loan Application/Origination Fee

Fee Name:	Application Fee for Loan Approval
Maximum Annualized Fee Amount:	\$15.00

When does the fee apply and how is it calculated?
Fee applies: at the time of loan origination. Calculated: Flat dollar amount.

What are the fee waivers, breakpoints, and caps?
None.

Is this an optional fee?
No

Other Fee

Fee Name:	Transaction Request Fee
Maximum Annualized Fee Amount:	\$10.00

When does the fee apply and how is it calculated?
Fee applies: Whenever assistance is required in the sale or purchase of a security. Calculated: Flat dollar amount.

What are the fee waivers, breakpoints, and caps?
None.

Is this an optional fee?
No

[Compare Product](#)
[View Product Information](#)
[Activate Product on Web List](#)
[Main Menu](#)

D. Activate Product (continued)

Teacher Retirement System of Texas
403(b) Product Registration

Submit Activation on Web List

Are you sure you want to submit this product for activation? If approved, this product will be displayed on the Active Products List.

Product Information

Company Name: 403(b) PRS User Manual
 Certified Product Type: Annuity
 Product Name: Copy Product
 Product Number: 100-003
 Product Type: Variable Annuity
 Product Status: Inactive
 Review Status: Accepted
 Last Changed By: 100UT001

Back-End Sales Load

Fee Name: Sales Charge Based on Time Held
 Maximum Annualized Fee Percentage: 1.000%
 Fee Schedule:
 30 days: 1.000%
 60 days: 1.000%
 90 days: 1.000%
 1 year: 1.000%

Fee applies: To contract value for one year after contract initiation. Calculated: As a percent of the amount sold, if contract is less than one year.

What are the fee waivers, breakpoints, and caps? Fee is waived in school districts with 50 or more participants.
 Is this an optional fee? No

Annual Fixed Dollar Fee

Fee Name: Contract Fee
 Maximum Annualized Fee Percentage: \$25.00

(Screen continued below)

When does the fee apply and how is it calculated?
 What are the fee waivers, breakpoints, and caps?
 Is this an optional fee?

Loan Application/Origination Fee

Fee Name: Application Fee for Loan Approval
 Maximum Annualized Fee Amount: \$15.00
 When does the fee apply and how is it calculated? Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
 What are the fee waivers, breakpoints, and caps? None.
 Is this an optional fee? No

Other Fee

Fee Name: Transaction Request Fee
 Maximum Annualized Fee Amount: \$10.00
 When does the fee apply and how is it calculated? Fee applies: Whenever assistance is required in the sale or purchase of a security. Calculated: Flat dollar amount
 What are the fee waivers, breakpoints, and caps? None.
 Is this an optional fee? No

Compare Product

TRS will receive automated notification that the information is ready for activation on the Web List. After review is completed, TRS will move the information to the Active Products List or will communicate with the company regarding the need for revision.

If you want to include a message in the e-mail notification being sent to TRS, enter it here:

Submit for Activation
 Not Ready for Submission

- Click on “Submit for Activation” to submit a product. Note: Once the submittal to activate a product on the 403(b) Active Products List has been accepted by TRS, the product will move from the Inactive Products List to the Active Products List.
- Click on “Not Ready for Submission” if you do not want to submit a product for activation. This brings the user to the Product Information screen.

E. Remove Product

- This screen is accessed by selecting “Remove Product” from the Product Information screen.

The screenshot shows a web browser window with the title bar 'Teacher Retirement System of Texas'. The page header is purple and contains the TRS logo on the left and the text 'Teacher Retirement System of Texas' and '403(b) Product Registration' on the right. A left-hand navigation menu is also visible. The main content area has a light green background and is titled 'Remove Product'. It contains a red warning message, product details, and two buttons.

Teacher Retirement System of Texas
403(b) Product Registration

Remove Product

Are you sure you want to remove this product? By removing this product, you will be removing all investment options and fees (if any) for this product.

Company Name: 403(b) PRS User Manual
Product Name: UM Product
Product Number: 100-001
Product Type: Variable Annuity

Navigation Menu:
[Main Menu](#)
[Add Product](#)
[View Web List](#)
[List All Products](#)
[List Pending Products](#)
[List Submitted Products](#)
[List Denied Products](#)
[Company Information](#)
[Change Password](#)
[User Manual](#)
[Need Help?](#)
[Frequently Asked Questions](#)
[Glossary](#)
[TRS 403\(b\) Certification Website](#)
[Log out](#)

- Click on “Remove” to remove a product from the PRS. A product may be removed only if it has been entered into the PRS, but has not yet been submitted to TRS.

Note: Once a product is removed, it must be re-entered in the PRS to register the product.

- Click on “Do NOT Remove Product” if you do not want to remove a product. This brings the user to the Edit Product screen.

F. Copy Product

- This screen is accessed by selecting “Copy Product” from the Product Information screen.

Teacher Retirement System of Texas
403(b) Product Registration

Copy Product
Product Information

Company Name: 403(b) PRS User Manual
Product Name: UM Product
Product Number: 100-001
Product Type: Variable Annuity
Product Status: Active
Review Status: Pending Add
Last Changed By: 100UT001

Back-End Sales Load
Fee Name: Sales Charge Based on Time Held
Maximum Annualized Fee Percentage: 1.000%
Fee Schedule:
30 days: 1.000%
60 days: 1.000%
90 days: 1.000%
1 year: 1.000%
When does the fee apply and how is it calculated? Fee applies: To contract value for one year after contract initiation. Calculated: As a percent of the amount sold, if contract is less than one year.
What are the fee waivers, breakpoints, and caps? Fee is waived in school districts with 50 or more participants.
Is this an optional fee? No

Annual Fixed Dollar Fee
Fee Name: Contract Fee
Maximum Annualized Fee Amount: \$30.00
When does the fee apply and how is it calculated? Applies: Annually at contract anniversary Calculated: Flat dollar amount

(Screen continued below.)

3 years: 4.000%
4 years: 3.500%
5 years: 3.000%
6 years: 2.500%
7 years: 2.000%
8 years: 1.500%
9 years: 1.000%
10 years: 0.500%
When does the fee apply and how is it calculated? The amount of the charge will depend on how long your contract has been in effect. This fee has a rate that ranges between 0.500% and 5.000% and is applied annually. The amount of withdrawal charge assessed against the contract will not exceed 5% of purchase payments under the contract.
What are the fee waivers, breakpoints, and caps? Fee waived: 10% of contract value per year for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.
Is this an optional fee? No

Loan Application/Origination Fee
Fee Name: Application Fee for Loan Approval
Maximum Annualized Fee Amount: \$25.00
When does the fee apply and how is it calculated? Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

Other Fee
Fee Name: Transaction Request Fee
Maximum Annualized Fee Amount: \$10.00
When does the fee apply and how is it calculated? Fee applies: Whenever assistance is required in the sale or purchase of a security. Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

Copy This Product
Copy This Product and Investment Options
Do NOT Copy

- The **copy product** function allows the user to copy a product, or a product and its investment options with all associated fees.
- Click on “Copy This Product” to copy a product and all associated fees.
- Click on “Copy This Product and Investment Options” to copy a product, its investment options, and all fees associated with the product and its investment options. Either selection brings the user to the Edit Product screen, as shown below.

F. Copy Product (continued)

The screenshot shows the 'Edit Product' screen in the Teacher Retirement System of Texas 403(b) Product Registration system. The page has a purple header with the system name and a red star logo. A left sidebar contains a list of navigation links. The main content area is olive green and contains the 'Edit Product' form. The form displays the following information: Company Name: 403(b) PRS User Manual; Product: 100-001 - UM Product - Pending Add; a checkbox for 'This product has been discontinued.'; Discontinuation Date: three empty dropdown menus; Product Name: UM Product; and Product Type: Variable Annuity. At the bottom of the form are two buttons: 'Save & Continue' and 'Do Not Save'.

Teacher Retirement System of Texas
403(b) Product Registration

Edit Product

Company Name: 403(b) PRS User Manual
Product: [100-001 - UM Product - Pending Add](#)
☐ This product has been discontinued.
Discontinuation Date:
Product Name:
Product Type: Variable Annuity

Navigation Links:
[Main Menu](#)
[Add Product](#)
[View Web List](#)
[List All Products](#)
[List Pending Products](#)
[List Submitted Products](#)
[List Denied Products](#)
[Company Information](#)
[Change Password](#)
[403\(b\) Product Registration Manual](#)
[403\(b\) Certification & Product Registration](#)
[View 403\(b\) Registered Products](#)
[Need Help?](#)
[Log out](#)

- The product name must be modified. This new product name may be saved by selecting “Save and Continue.” This brings the user to the Product Information Screen.
- Once the product, or the product and its investment options, are copied and renamed, the user may make changes that are specific to the newly copied product and investment options. For example, fee names, amounts, and descriptions may all be modified.
- Click on “Do NOT Copy” if a product copy is not wanted. This brings the user back to the Product Information screen.

XI. Add Investment Option

- This function is accessed from the Product Information Screen.
- From the menu bar on the left side of the screen, or the Main Menu, select List All Products. Click on the product name to be taken to the Product Information screen.
- From the Product Fee screen, click on the Product name to return to the Product Information screen.

The screenshot displays the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a vertical menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Product Information' and shows details for a product: Company Name: 403(b) PRS User Manual, Product Name: UM Product, Product Number: 100-001, Product Type: Variable Annuity, Product Status: Active, Review Status: Pending Add, and Last Changed By: 100UT001. Below this information are several action links: Add, Edit, or Remove Product Fees; Add, Edit, or Remove Investment Options; Edit or Discontinue Product; Remove Product; Copy Product; View Product Summary; and Submit Product for TRS Review.

Teacher Retirement System of Texas 403(b) Product Registration	
Main Menu Add Product View Web List List All Products List Pending Products List Submitted Products List Denied Products Company Information Change Password 403(b) Product Registration Manual 403(b) Certification & Product Registration View 403(b) Registered Products Need Help? Log out	Product Information
	Company Name: 403(b) PRS User Manual
	Product Name: UM Product
	Product Number: 100-001
	Product Type: Variable Annuity
	Product Status: Active
	Review Status: Pending Add
	Last Changed By: 100UT001
	Add, Edit, or Remove Product Fees
	Add, Edit, or Remove Investment Options
	Edit or Discontinue Product
	Remove Product
	Copy Product
	View Product Summary
	Submit Product for TRS Review

- Click on the link “Add, Edit, or Remove Investment Options” on the Product Information screen to be taken to the Investment Options screen shown below.

XI. Add Investment Option (continued)



The screenshot shows the "Teacher Retirement System of Texas 403(b) Product Registration" interface. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled "Investment Options". It displays the "Company Name" as "403(b) PRS User Manual" and the "Product" as "100-001 - UM Product - Pending Add". A blue link "Add an Investment Option for this product" is present. Below this link, it says "Click on an Investment Option below to view details".

- Click on the link “Add an Investment Option for this product” to be taken to the Add Investment Option screen shown below.



The screenshot shows the "Teacher Retirement System of Texas 403(b) Product Registration" interface, specifically the "Add Investment Option" screen. The navigation menu on the left is identical to the previous screenshot. The main content area is titled "Add Investment Option". It prompts the user to "Please enter the name of the 403(b) Investment Option." It displays the "Company Name" as "403(b) PRS User Manual" and the "Product" as "100-001 - UM Product - Pending Add". The "Investment Option Type" is set to "Variable Annuity". The "Investment Option Name" field contains the text "Total Protection Optional Rider". Below this field are two buttons: "Save & Continue" and "Do Not Save".

- **Investment Option Name:** Enter the name of the Investment Option. Note: There is an 80- character limit including spaces in this text field. Note: Only the first 20 characters of the investment option name will initially be displayed on the TRS Web site. However, users will be able to view the entire investment option name by placing the cursor over the partial name or selecting the product.
- Click on “Save & Continue” to save this investment option. This takes the user back to the Investment Option screen below showing the added investment option.

XI. Add Investment Option (continued)

The screenshot displays the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a vertical navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area has a purple header with the system name and title. Below this, the section 'Investment Options' is centered. It shows 'Company Name: 403(b) PRS User Manual' and 'Product: 100-001 - UM Product - Pending Add'. A link 'Add an Investment Option for this product' is provided. Below that, it says 'Click on an Investment Option below to view details' and lists '100-001-004 - Total Protection Optional Rider - Pending Add' as a clickable link.

- Once an Investment Option has been added and saved it will be listed as shown above. Click on the name of the added investment option to be taken to the Investment Option Information screen as shown below.
- Click on “Do Not Save” to return to the Investment Option screen without adding a new investment option.

Note: Once an investment option is saved, the investment option is held in a **Pending Add** status until investment option fees are submitted to TRS (see p. 70). TRS will then accept the investment option or return it for additional edits.

XII. Access Investment Option Information

- This screen is accessed by selecting an investment option from the Product List.

The screenshot displays the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Investment Option Information' and shows the following details: Company Name: 403(b) PRS User Manual; Product: [100-001 - UM Product - Pending Add](#); Product Type: Variable Annuity; Investment Option Name: Total Protection Optional Rider; Investment Option Number: 100-001-004; Investment Option Status: Active; Review Status: Pending Add; Last Changed By: 100UT001. Below this information are several action links: [Add, Edit, or Remove Investment Option Fees](#), [Edit or Discontinue Investment Option](#), [Remove Investment Option](#), [Copy Investment Option](#), [View Investment Option Summary](#), and [Submit Investment Option for TRS Review](#).

- The Investment Option Information screen identifies an **Investment Option Number** (100-001-001) assigned to this investment option. The Investment Option Number links an Investment Option to the associated product by adding three (3) digits to the product number. For example, the investment options associated with product number 200-001 will be identified as 200-001-001, 200-001-002, 200-001-003, and so on.
- The **Investment Option Status** (Active), the **Review Status** (Pending Add), and the User ID of the person who made the last change (100UT001) are also shown.
- This screen also provides access to various other screens that allow actions such as adding, editing, copying, removing investment option fees, and removing an investment option from the PRS.

Note: If user has logged into the PRS and needs to access the Investment Option Information screen, select List All Products from the menu bar on the left side of the screen. Click on the desired Investment Option to be taken to the Investment Option Information screen.

XIII. Add Investment Option Fees

- This screen is accessed by selecting “Add, Edit, or Remove Investment Option Fees” on the Investment Option Information screen.

The screenshot shows the 'Teacher Retirement System of Texas' logo in the top left corner. The main header is '403(b) Product Registration'. Below this, the section is titled 'Investment Option Fees'. The page is divided into a left sidebar with navigation links and a main content area. The sidebar links include: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area displays the following information: Company Name: 403(b) PRS User Manual; Investment Option: [100-001-004 - Total Protection Optional Rider - Pending Add](#); Product: [100-001 - UM Product - Pending Add](#). Below this, it says 'Click on a fee type to add it to this investment option:' followed by a list of fee types: [Front-End Sales Load](#), [Back-End Sales Load](#), [Annual Fixed Dollar Fee](#), [Asset-Based Fee](#), [Surrender/Withdrawal Charge](#), [Loan Application/Origination Fee](#), and [Other Fee](#). At the bottom, it says 'Click on a fee to edit or remove that fee:' followed by a [Submit Investment Option for TRS Review](#) link.

- To add an investment option fee, select the **fee type** to be added and complete all required fields.
- Once an investment option fee has been added and saved it will appear at the bottom of the Investment Option Fees screen.
- All product fees are required to be in compliance with TRS RULE §53.3 (see Company Guidance on page 2 of this manual).
- Select the **Investment Option** name to return to the Investment Option Information screen.

A. Add Investment Option Front-End Sales Load Fee

- This screen is accessed by selecting “Front-End Sales Load” from the Investment Option Fees screen.

The screenshot shows the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Add Investment Option Front-End Sales Load'. It contains the following fields and options:

- Company Name: 403(b) PRS User Manual
- Investment Option: 100-001-004 - Total Protection Optional Rider - Pending Add
- Product: 100-001 - UM Product - Pending Add
- Fee Type: Front-End Sales Load
- Fee Name: Sales Charge Based on Purchase Value
- Maximum Annualized Fee Percentage: 1.520 %
- When does the fee apply and how is it calculated? (Limit 300 characters): Fee applies: At the time salary contribution is received with a rate ranging between .500% and 1.520% based on the amount contributed. Calculated: As a % of the amount contributed.
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters): This fee may be waived in part by the selling agent.
- Is this an optional fee? ☒ No ☐ Yes
- Buttons: Save & Continue, Do Not Save

- Enter the investment option **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Percentage**-you must round to three decimal places. For example, this fee has a rate that ranges between .500% and 1.520% and is applied at the time of purchase; the maximum annualized fee percentage is 1.520%.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. **All product fees and associated investment option fees are aggregated within the same fee type.** Front-end and back-end sales loads may not exceed 6.000% in total. If a fee exceeds the allowable maximum for a fee type, an error message will appear and the fee will not be accepted by the PRS. In order for a product to be accepted, a fee amount will need to be in compliance with TRS RULE §53.3. Please refer to the warning below.*

*** WARNING: A certified company may charge a front-end sales load or back-end sales load that in the aggregate does not exceed six percent (6%) of the amount identified in the contract as subject to sales load charges, such as premiums paid or the price of the fund shares. TRS Rule 53.3(c).**

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.

A. Add Investment Option Front-End Sales Load Fee (continued)

- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Investment Option Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Investment Option Fees screen.

Note: Once investment option fee information is saved, it is held in a **Pending Add** status until submitted to TRS (see p. 70). TRS will then accept the investment option or return it for additional edits.

B. Add Investment Option Back-End Sales Load Fee

- This screen is accessed by selecting “Back-End Sales Load” from the Investment Option Fees screen.

Teacher Retirement System of Texas
403(b) Product Registration

Add Investment Option Back-End Sales Load

Company Name: 403(b) PRS User Manual
Investment Option: [100-001-004 - Total Protection Optional Rider - Pending Add](#)
Product: [100-001 - UM Product - Pending Add](#)
Fee Name: Back End Sales Load Fee
Maximum Annualized Fee Percentage: 2.000 %

Back-End Charge	Back-End Period
2.000 %	30 days
2.000 %	60 days
2.000 %	90 days
	1 year
	2 years
	3 years
	4 years
	5 years
	6 years
	7 years

When does the fee apply and how is it calculated? (Limit 300 characters)

Fee applies: To exchanges or redemptions of shares held less than 90 days.
Calculated: As a percent of the amount sold, based on the length of time held.

(Screen continued below.)

Company Name: 403(b) PRS User Manual
Investment Option: [100-001-004 - Total Protection Optional Rider - Pending Add](#)
Product: [100-001 - UM Product - Pending Add](#)
Fee Name: Back End Sales Load Fee
Maximum Annualized Fee Percentage: 2.000 %

Back-End Charge	Back-End Period
2.000 %	30 days
2.000 %	60 days
2.000 %	90 days
	1 year
	2 years
	3 years
	4 years
	5 years
	6 years
	7 years

When does the fee apply and how is it calculated? (Limit 300 characters)

Fee applies: To exchanges or redemptions of shares held less than 90 days.
Calculated: As a percent of the amount sold, based on the length of time held.

What are the fee waivers, breakpoints, and caps? (Limit 300 characters)

Fee is waived in school districts with 50 or more participants.

Is this an optional fee? ☒ No ☐ Yes

B. Add Investment Option Back-End Sales Load Fee (continued)

- Enter the investment option **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Percentage**-you must round to three decimal places. For example, this fee has a 2% rate that is applied if the investment option is sold at anytime during the first 90 days after purchase; the maximum fee is 2.000%.
- Enter the Back-End charge showing the fee that applies at sale based on the time period the product has been held.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. **All product fees and associated investment option fees are aggregated within the same fee type.** Front-end and back-end sales loads may not exceed 6.000% in total. If a fee exceeds the allowable maximum for a fee type, an error message will appear and the fee will not be accepted by the PRS. In order for a product to be accepted, a fee amount will need to be in compliance with TRS RULE §53.3. Please refer to the warning below.*

*** WARNING: A certified company may charge a front-end sales load or back-end sales load that in the aggregate does not exceed six percent (6%) of the amount identified in the contract as subject to sales load charges, such as premiums paid or the price of the fund shares. TRS Rule 53.3(c).**

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Investment Option Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Investment Option Fees screen.

Note: Once investment option fee information is saved, it is held in a **Pending Add** status until submitted to TRS (see p. 70). TRS will then accept the investment option or return it for additional edits.

C. Add Investment Option Annual Fixed Dollar Fee

- This screen is accessed by selecting “Annual Fixed Dollar Fee” from the Investment Option Fees screen.

The screenshot shows the 'Teacher Retirement System of Texas' logo and title at the top. Below it is the '403(b) Product Registration' header. The main content area is titled 'Add Investment Option Annual Fixed Dollar Fee'. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The form fields include: Company Name (403(b) PRS User Manual), Investment Option (100-001-004 - Total Protection Optional Rider - Pending Add), Product (100-001 - UM Product - Pending Add), Fee Type (Annual Fixed Dollar Fee), Fee Name (Management Fee), Maximum Annualized Fee Amount (\$15.00), When does the fee apply and how is it calculated? (Limit 300 characters) (Fee Applies: To assets held on January 1 each year. Calculated: Flat dollar amount.), What are the fee waivers, breakpoints, and caps? (Limit 300 characters) (Breakpoint: This fee is waived if asset value is greater than \$10,000 on January 1.), and Is this an optional fee? (No selected). At the bottom are 'Save & Continue' and 'Do Not Save' buttons.

- Enter the investment option **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Amount**. For example, this fee has a flat dollar amount of \$15.00 that is applied on an annual basis for the duration of the contract; the maximum fee is \$15.00.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. **All product fees and associated investment option fees are aggregated within the same fee type.** If a fee exceeds the allowable maximum for a fee type, an error message will appear and the fee will not be accepted by the PRS. In order for a product to be accepted, a fee amount will need to be in compliance with TRS RULE §53.3. Please refer to the warning below.*

*** WARNING: A certified company may charge an annual fixed dollar fee of no more than \$50.00 per year per qualified investment product, contract, policy, or account. A fixed dollar fee is not dependent on account values, loan amounts, or any other amount for its determination. TRS Rule 53.3(d).**

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.

C. Add Investment Option Annual Fixed Dollar Fee (continued)

- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Investment Option Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Investment Option Fees screen.

Note: Once investment option fee information is saved, it is held in a **Pending Add** status until submitted to TRS (see p. 70). TRS will then accept the investment option or return it for additional edits.

D. Add Investment Option Asset-Based Fee

- This screen is accessed by selecting “Asset-Based Fee” from the Investment Option Fees screen.

The screenshot shows the 'Teacher Retirement System of Texas' logo and the title '403(b) Product Registration'. The main heading is 'Add Investment Option Asset-Based Fee'. The form contains the following fields and options:

- Company Name:** 403(b) PRS User Manual
- Investment Option:** [100-001-004 - Total Protection Optional Rider - Pending Add](#)
- Product:** [100-001 - UM Product - Pending Add](#)
- Fee Type:** Asset-Based Fee
- Fee Name:**
- Maximum Annualized Fee Percentage:** %
- When does the fee apply and how is it calculated? (Limit 300 characters)**
 - Fee applies:** Monthly
 - Calculated:** Annualized percentage.
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters)**
 - None.
- Is this an optional fee?** ☒ No ☐ Yes

At the bottom are two buttons: 'Save & Continue' and 'Do Not Save'.

- Enter the investment option **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Percentage**-you must round to three decimal places. For example, this fee has a rate of 0.020% that is applied monthly; therefore, the maximum fee is 0.240%.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. Submission of asset-based fees that exceed 2.75% per year will not be blocked because the weighted average of these fees in combination with other lower fees may not exceed the fee cap. However, a product with product fees that, in combination with the lowest investment option fee, exceed 2.75% annually will not be accepted. All certified companies are reminded that adequate controls must be in place to ensure that they do not enter into salary reduction agreements or allow investment selections that cause the 2.75% asset-based fee to be exceeded. Please refer to the warning below.*

*** WARNING:** For a qualified investment product other than an annuity contract and for the portion of an annuity contract that consists of a variable account, a certified company may assess a charge of no more than 2.75 percent annually of the total value of assets in the employee's variable annuity contract account or other investment product account. TRS Rule 53.3(e).

D. Add Investment Option Asset-Based Fee (continued)

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Investment Option Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Investment Option Fees screen.

Note: Once investment option fee information is saved, it is held in a **Pending Add** status until submitted to TRS (see p. 70). TRS will then accept the investment option or return it for additional edits.

E. Add Investment Option Surrender/Withdrawal Charge

- This screen is accessed by selecting “Surrender/Withdrawal Charge” from the Investment Option Fees screen.

Teacher Retirement System of Texas
403(b) Product Registration

Edit Investment Option Surrender/Withdrawal Charge

Company Name: 403(b) PRS User Manual
Investment Option: 100-003-001 - Total Protection Optional Rider - Pending Add
Product: 100-003 - Copy Product - Accepted
Fee Name: Option Surrender and Withdrawal
Maximum Annualized Fee Percentage: 1.000 %

Surrender/Withdrawal Charge	Surrender/Withdrawal Period
1.000 %	1 year
0.750 %	2 years
0.500 %	3 years
0.250 %	4 years
	5 years
	6 years
	7 years
	8 years
	9 years
	10 years
	11 years
	12 years

The charge depends on how long this investment

(Screen continued below.)

Withdrawal Charge

Withdrawal Charge	Withdrawal Period
1.000 %	1 year
0.750 %	2 years
0.500 %	3 years
0.250 %	4 years
	5 years
	6 years
	7 years
	8 years
	9 years
	10 years
	11 years
	12 years

The charge depends on how long this investment option has been held. The amount of withdrawal charges assessed against the contract will not exceed 1% of total assets held under the contract.

When does the fee apply and how is it calculated? (Limit 300 characters)

What are the fee waivers, breakpoints, and caps? (Limit 300 characters)

Fee waived: Fully waived for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.

Is this an optional fee? ☒ No ☐ Yes

Save & Continue
Do Not Save
Remove

E. Add Investment Option Surrender/Withdrawal Charge (continued)

- Enter the investment option **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Percentage**-you must round to three decimal places. For example, this fee has a rate that ranges between 0.250% and 1.000% and is applied annually; the maximum annualized fee percentage is 1.000%.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. **All product fees and associated investment option fees are aggregated within the same fee type.** If a fee exceeds the allowable maximum for a fee type, an error message will appear and the fee will not be accepted by the PRS. In order for a product to be accepted, a fee amount will need to be in compliance with TRS RULE §53.3. Please refer to the warning below.*

*** WARNING: A certified company may charge a surrender or withdrawal charge on an annuity contract account that may not exceed ten percent (10%) of the accumulation (account) value, the individual deposits, or the premiums paid, whichever is specified in the contract. Surrender charges must terminate within ten (10) years of the inception of the employee's contract unless a disclosure is made informing the employee of a longer period of not in excess of twelve (12) years. No surrender or withdrawal charge may be longer than twelve (12) years from the inception of the employee's contract. Surrender or withdrawal charges shall decline annually. Surrender or withdrawal charges imposed for longer than ten (10) years are limited to no more than one percent (1%) in year eleven and one percent (1%) in year twelve. Surrender or withdrawal charges may be based on the accumulation value of an annuity or a component part thereof, as specified and defined in the contract. TRS Rule 53.3(f).**

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Investment Option Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Investment Option Fees screen.

Note: Once investment option fee information is saved, it is held in a **Pending Add** status until submitted to TRS (see p. 70). TRS will then accept the investment option or return it for additional edits.

F. Add Investment Option Loan Application/Origination Fee

- This screen is accessed by selecting “Loan Application/Origination Fee” from the Investment Option Fees screen.

The screenshot shows the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. The main heading is 'Add Investment Option Loan Application/Origination Fee'. The form contains the following fields and options:

- Company Name:** 403(b) PRS User Manual
- Investment Option:** [100-001-004 - Total Protection Optional Rider - Pending Add](#)
- Product:** [100-001 - UM Product - Pending Add](#)
- Fee Type:** Loan Application/Origination Fee
- Fee Name:** Application Fee for Loan Approval
- Maximum Annualized Fee Amount:** \$25.00
- When does the fee apply and how is it calculated? (Limit 300 characters):**
 - Fee applies: at the time of loan origination.
 - Calculated: Flat dollar amount.
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters):** None.
- Is this an optional fee?** ☒ No ☐ Yes

At the bottom, there are two buttons: 'Save & Continue' and 'Do Not Save'.

- Enter the investment option **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Amount**. For example, this fee has a flat dollar amount of \$25.00 that is applied on a one time basis; the maximum fee is \$25.00.

FEE MAXIMUMS: Fees may not exceed maximums for the same fee type. **All product fees and associated investment option fees are aggregated within the same fee type.** If a fee exceeds the allowable maximum for a fee type, an error message will appear and the fee will not be accepted by the PRS. In order for a product to be accepted, a fee amount will need to be in compliance with TRS RULE §53.3. Please refer to the warning below.*

*** WARNING: A certified company may charge a loan initiation fee of no more than \$50.00. This subsection does not prohibit a company from charging interest on a loan in addition to a loan initiation fee. If the investment product is an annuity contract, loan terms must comply with applicable requirements of insurance laws, including Article 3.44c, Insurance Code. TRS Rule 53.3(g).**

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.

F. Add Investment Option Loan Application/Origination Fee (continued)

- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Investment Option Fees screen.
- Click on “Do Not Save” to clear entries. This brings the user to the Investment Option Fees screen.

Note: Once investment option fee information is saved, it is held in a **Pending Add** status until submitted to TRS (see p. 70). TRS will then accept the investment option or return it for additional edits.

G. Add Investment Option Other Fee

- This screen is accessed by selecting “Other Fee” from the Investment Option Fees screen.

The screenshot shows the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Add Investment Option Other Fee'. It contains the following fields and options:

- Company Name: 403(b) PRS User Manual
- Investment Option: [100-001-004 - Total Protection Optional Rider - Pending Add](#)
- Product: [100-001 - UM Product - Pending Add](#)
- Fee Type: Other Fee
- Fee Name: Transaction Assistance Fee
- Maximum Annualized Fee Percentage: %
- Maximum Annualized Fee Amount: \$10.00
- When does the fee apply and how is it calculated? (Limit 300 characters): Fee applies: Whenever assistance is required in the sale or purchase of a security.
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters): None.
- Is this an optional fee? ☒ No ☐ Yes
- Buttons: Save & Continue, Do Not Save

- Enter the investment option **Fee Name**. Note: There is an 80-character limit including spaces in this text field.
- Enter the **Maximum Annualized Fee Percentage**-you must round to three decimal places-or the **Maximum Annualized Fee Amount**. For example, if this fee has a percentage that ranges between .25% and .85% and is applied quarterly, enter the maximum annualized fee percentage of 3.40%. If this fee has a dollar amount that ranges between \$8.00 and \$12.00 and is applied quarterly, enter the maximum annualized fee amount of \$48.00. In the example provided, this fee has a \$10.00 fee whenever an intermediary, such as a broker-dealer, assists in the sale or purchase of a security; the maximum fee is \$10.00.

There are no established fee caps for other fees. However, other fees will be reviewed by TRS to ensure they are not misclassified.

- **When does the fee apply and how is it calculated?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- **What are the fee waivers, breakpoints, and caps?** Please be as detailed as possible. Note: There is a 300-character limit including spaces.
- Click on “Yes” if this is an **optional fee**. An optional fee is for an additional optional provision or benefit (such as a living benefit option) which may be chosen by the customer at an additional cost.
- Click on “Save & Continue” to save this fee. This brings the user to the Investment Option Fees screen.

G. Add Investment Option Other Fee (continued)

- Click on “Do Not Save” to clear entries. This brings the user to the Investment Option Fees screen.

Note: Once investment option fee information is saved, it is held in a **Pending Add** status until submitted to TRS (see p. 70). TRS will then accept the investment option or return it for additional edits.

XIV. Edit or Remove Investment Option Fees

- This screen is accessed by selecting “Add, Edit, or Remove Investment Option Fee” from the Investment Option Information screen.

The screenshot displays the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Investment Option Fees'. It shows the following information: Company Name: 403(b) PRS User Manual; Investment Option: 100-001-004 - Total Protection Optional Rider - Pending Add; Product: 100-001 - UM Product - Pending Add. Below this, there are two sections of links. The first section, 'Click on a fee type to add it to this investment option:', includes links for Front-End Sales Load, Back-End Sales Load, Annual Fixed Dollar Fee, Asset-Based Fee, Surrender/Withdrawal Charge, Loan Application/Origination Fee, and Other Fee. The second section, 'Click on a fee to edit or remove that fee:', includes links for Front-End Sales Load - Sales Charge Based on Purchase Value, Back-End Sales Load - Back End Sales Load Fee, Annual Fixed Dollar Fee - Management Fee, Asset-Based Fee - Administrative Fee, Surrender/Withdrawal Charge - Option Surrender and Withdrawal, Loan Application/Origination Fee - Application Fee for Loan Approval, and Other Fee - Transaction Assistance Fee. At the bottom of the main content area is a link: Submit Investment Option for TRS Review.

- Once an investment option fee has been added and saved it will appear at the bottom of the Investment Option Fees screen.
- To edit or remove a fee, click on the desired fee.
- User will be taken to an edit fee screen. An example is shown below.

XIV. Edit or Remove Investment Option Fees (continued)

The screenshot shows the 'Edit Investment Option Front-End Sales Load' screen in the Teacher Retirement System of Texas 403(b) Product Registration system. The left sidebar contains a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area has a header 'Teacher Retirement System of Texas 403(b) Product Registration' and a title 'Edit Investment Option Front-End Sales Load'. The form fields are: Company Name: 403(b) PRS User Manual; Investment Option: 100-001-004 - Total Protection Optional Rider - Pending Add; Product: 100-001 - UM Product - Pending Add; Fee Type: Front-End Sales Load; Fee Name: Sales Charge Based on Purchase Value; Maximum Annualized Fee Percentage: 1.520 %; When does the fee apply and how is it calculated? (Limit 300 characters): Fee applies: At the time salary contribution is received with a rate ranging between .500% and 1.520% based on the amount contributed. Calculated: As a % of the amount contributed.; What are the fee waivers, breakpoints, and caps? (Limit 300 characters): This fee may be waived in part by the selling agent.; Is this an optional fee? ☒ No ☐ Yes. At the bottom are buttons: Save & Continue, Do Not Save, and Remove.

- The edit fee screens (each edit fee screen is specific to the fee type) allow the user to edit the fee name, the maximum fee percentage or amount, when the fee applies, how the fee is calculated, and fee waiver/breakpoint/cap information. The user can also change whether or not a fee is optional.
- Click on “Save & Continue” to save changes. This brings the user to an investment option fee screen showing the updated information. Once an Investment Option fee has been edited successfully, you will see a message near the top of the page stating “Investment Option fee was edited successfully” as seen in the screen below.

The screenshot shows the 'Investment Option Fee' screen in the Teacher Retirement System of Texas 403(b) Product Registration system. The left sidebar is identical to the previous screenshot. The main content area has a header 'Teacher Retirement System of Texas 403(b) Product Registration' and a title 'Investment Option Fee'. Below the title is a message: 'Investment Option fee was edited successfully'. The form fields are: Company Name: 403(b) PRS User Manual; Investment Option: 100-001-004 - Total Protection Optional Rider - Pending Add; Product: 100-001 - UM Product - Pending Add; Fee Type: Front-End Sales Load; Fee Name: Sales Charge Based on Purchase Value; Maximum Annualized Fee Percentage: 1.520%; When does the fee apply and how is it calculated?: Fee applies: At the time salary contribution is received with a rate ranging between .500% and 1.520% based on the amount contributed. Calculated: As a % of the amount contributed.; What are the fee waivers, breakpoints, and caps?: This fee may be waived in part by the selling agent.; Is this an optional fee? No. At the bottom is a link: [List Investment Option Fees](#).

XIV. Edit or Remove Investment Option Fees (continued)

- Click on “Do Not Save” to return to the Investment Option Fees screen without changing fee information.
- Click on “Remove” to remove the fee. Clicking on “Remove” will generate a warning asking “Are you sure you want to remove this investment option fee?”

The screenshot shows the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Remove Investment Option Fee' and contains a red warning message: 'Are you sure you want to remove this investment option fee?'. Below this, the following details are listed: Company Name: 403(b) PRS User Manual; Investment Option: 100-001-004 - Total Protection Optional Rider - Pending Add; Product: 100-001 - UM Product - Pending Add; Fee Type: Front-End Sales Load; Fee Name: Sales Charge Based on Purchase Value; Maximum Annualized Fee Percentage: 1.520%. It also includes questions about when the fee applies, fee waivers, and if it's an optional fee, with corresponding answers. At the bottom are two buttons: 'Remove Fee' and 'Do NOT Remove Fee'.

- Select “Remove Fee” to be taken to a Remove Fee screen showing “You have successfully removed the fee”. Note: Once a fee is removed, it must be re-entered in the PRS.

This screenshot shows the same 'Teacher Retirement System of Texas 403(b) Product Registration' interface, but after the fee has been successfully removed. The main content area now displays the message: 'You have successfully removed the fee.' in blue text. The details listed below are identical to the previous screen: Company Name: 403(b) PRS User Manual; Investment Option: 100-001-004 - Total Protection Optional Rider - Pending Add; Product: 100-001 - UM Product - Pending Add; Fee Type: Front-End Sales Load; Fee Name: Sales Charge Based on Purchase Value; Maximum Annualized Fee Percentage: %. The questions about fee application and waivers remain. The 'Remove Fee' button is no longer present, but a new blue link, 'List Investment Option Fees', has appeared at the bottom of the main content area. The left navigation menu remains the same.

XIV. Edit or Remove Investment Option Fees (continued)

- Select “Do NOT Remove Fee” to return to a partially filled Edit Investment Option (Fee Type) screen. At this partially filled screen select “Do NOT Save” to return to the Product Fees screen without changing the fee information.

The screenshot displays the 'Teacher Retirement System of Texas' logo and the title '403(b) Product Registration'. The main heading is 'Edit Investment Option Front-End Sales Load'. The form contains the following fields and options:

- Company Name: 403(b) PRS User Manual
- Investment Option: [100-001-004 - Total Protection Optional Rider - Pending Add](#)
- Product: [100-001 - UM Product - Pending Add](#)
- Fee Type: Front-End Sales Load
- Fee Name:
- Maximum Annualized Fee Percentage: %
- When does the fee apply and how is it calculated? (Limit 300 characters):
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters):
- Is this an optional fee? ☒ No ☐ Yes
- Buttons: Save & Continue, Do Not Save, Remove

A left-hand navigation menu includes links such as Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out.

Note: Once investment option fee information is saved, it is held in a **Pending Add** status. The fee may be edited until the investment option is submitted to TRS (see p. 70). TRS will then accept the investment option or return it for additional edits.

XV. Edit, Discontinue, Inactivate, Activate, Remove, or Copy Investment Option

A. Edit Investment Option

- This screen is accessed by selecting “Edit or Discontinue Investment Option” from the Investment Option Information screen.

The screenshot shows the 'Edit Investment Option' screen within the Teacher Retirement System of Texas 403(b) Product Registration system. The page has a purple header with the TRS logo and title. A left sidebar contains a 'Main Menu' with links: Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is green and titled 'Edit Investment Option'. It displays the following information: Company Name: 403(b) PRS User Manual; Product: 100-001 - UM Product - Pending Add; Investment Option: 100-001-004 - Total Protection Optional Rider - Pending Add. There is a checkbox labeled 'This investment option has been discontinued.' which is unchecked. Below this is a 'Discontinuation Date' field with three dropdown menus. The 'Investment Option Name' field contains 'Total Protection Optional Rider'. The 'Type' is 'Variable Annuity'. At the bottom are two buttons: 'Save & Continue' and 'Do Not Save'.

- **Investment Option Name:** The investment option may be changed in this text box. Note: There is an 80-character limit including spaces in this text field. Note: Only the first 20 characters of the investment option name will initially be displayed on the TRS Web site. However, users will be able to view the entire investment option name by placing the cursor over the partial name or selecting the product.
- Click on “Save & Continue” to save edits.
- Click on “Do Not Save” to clear entries and return to the Investment Option Information screen.

Note: An investment option may be edited while in a **Pending Add** status. Once edits have been submitted to TRS for review the investment option will go into a **Pending Edit** status. TRS will then accept the investment option or return it for additional edits.

B. Discontinue Investment Option

This screen is accessed by selecting “Edit or Discontinue Investment Option” from the Investment Option Information screen.

The screenshot shows the 'Edit Investment Option' screen for the Teacher Retirement System of Texas. The header includes the TRS logo and the title '403(b) Product Registration'. A left-hand menu lists various navigation options. The main content area displays the following information:

- Company Name:** 403(b) PRS User Manual
- Product:** [100-001 – UM Product – Pending Add](#)
- Investment Option:** [100-001-004 – Total Protection Optional Rider – Pending Add](#)
- ☒ This investment option has been discontinued.
- Discontinuation Date:** August 31, 2008
- Investment Option Name:** Total Protection Optional Rider
- Type:** Variable Annuity

At the bottom of the form are two buttons: 'Save & Continue' and 'Do Not Save'.

- A **discontinued investment option** remains available for contributions to existing contracts but new contracts are no longer being offered.

Note: An **inactive investment option** is no longer available for contributions to existing contracts and new contracts may no longer be offered. See section XV subsection C.

Note: Once the submittal to discontinue an investment option on the 403(b) Active Products List has been accepted by TRS, the investment option will move from the Active Products List to the Discontinued Products List. The discontinued investment option can be reinstated at any time by returning to this screen, un-checking the box next to “This product has been discontinued”, clicking on “Save & Continue”, and then submitting to TRS for review.

- If an investment option has been discontinued, check the box next to “This product has been discontinued”.
- **Discontinuation Date:** Enter the effective date of investment option discontinuation.
- Click on “Save & Continue” to save edits.
- Click on “Do Not Save” to clear entries and return to the Investment Option Information screen.

C. Inactivate Investment Option

- “Inactivate Investment Option on Web List” is only visible if a product has previously been accepted, and can be accessed from the Investment Option Information screen.

The screenshot displays the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a blue sidebar menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area has a purple header with the system name and a green section titled 'Investment Option Information'. This section displays details for a specific investment option: Company Name: 403(b) PRS User Manual, Product: 100-003 - Copy Product - Accepted, Product Type: Variable Annuity, Investment Option Name: Total Protection Benefit Rider, Investment Option Number: 100-003-001, Investment Option Status: Active, Review Status: Accepted, and Last Changed By: 100UT001. Below this information are five blue underlined links: Add, Edit, or Remove Investment Option Fees; Edit or Discontinue Investment Option; Copy Investment Option; View Investment Option Summary; and Inactivate Investment Option on Web List.

- To inactivate an investment option on the 403(b) Active Products List, select “Inactivate Investment Option on Web List” from the Investment Option Information screen.
- An **inactive investment option** is not available for contributions to existing contracts and new contracts may no longer be offered.

Note: A **discontinued investment option** remains available for contributions to existing contracts but new contracts may no longer be offered. See section XV subsection B.

Note: If user has logged into the PRS and needs to access the Investment Option Information screen, select List All Products from the menu bar on the left side of the screen. Click on the desired Investment Option to be taken to the Investment Option Information screen.

C. Inactivate Investment Option (continued)



Teacher Retirement System of Texas
403(b) Product Registration

Submit Inactivation on Web List

Are you sure you want to submit this investment option for inactivation on the Web List? If approved, this investment option and all fees associated with it will be moved to the Inactive List.

Company Name: 403(b) PRS User Manual
Investment Option Name: Total Protection Optional Rider
Investment Option Number: 100-003-001
Investment Option Type: Variable Annuity
Investment Option Status: Active
Review Status: Accepted
Last Changed By: 100UT001

Back-End Sales Load

Fee Name: Back End Sales Load Fee
Maximum Annualized Fee Percentage: 2.000%
Fee Schedule: 30 days: 2.000%
60 days: 2.000%
90 days: 2.000%
When does the fee apply and how is it calculated? Fee applies: To exchanges or redemptions of shares held less than 90 days. Calculated: As a percent of the amount sold, based on the length of time held.
What are the fee waivers, breakpoints, and caps? Fee is waived in school districts with 50 or more participants.
Is this an optional fee? No

Asset-Based Fee

Fee Name: Administrative Fee
Maximum Annualized Fee Percentage: 0.240%
When does the fee apply and how is it calculated? Fee applies: Monthly Calculated: Annualized percentage.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

(Screen continued below)



What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

Surrender/Withdrawal Charge

Fee Name: Option Surrender and Withdrawal
Maximum Annualized Fee Percentage: 1.000%
Fee Schedule: 1 year: 1.000%
2 years: 0.750%
3 years: 0.500%
4 years: 0.250%
When does the fee apply and how is it calculated? The charge depends on how long this investment option has been held. The amount of withdrawal charges assessed against the contract will not exceed 1% of total assets held under the contract.
What are the fee waivers, breakpoints, and caps? Fee waived: Fully waived for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.
Is this an optional fee? No

Loan Application/Origination Fee

Fee Name: Application Fee for Loan Approval
Maximum Annualized Fee Amount: \$25.00
When does the fee apply and how is it calculated? Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

[Compare Product](#)

TRS will receive automated notification that the information is ready for inactivation on the Web List. After review is completed, TRS will move the information to the Inactive List or will communicate with the company regarding the need for revision.

If you want to include a message in the e-mail notification being sent to TRS, enter it here:

- Click on “Submit for inactivation” to submit an investment option. Note: Once the submittal to inactivate an investment option on the 403(b) Active Products List has been accepted by TRS, the investment option will move from the Active Products List to the Inactive Products List. The investment option can be reactivated at any time by submitting an Activation request. The 403(b) Inactive Products List also includes products and investment options that have been suspended or revoked by TRS or products that were offered by companies that are no longer certified.
- Click on “Not Ready for Submission” if you do not want to submit an investment option for inactivation. This brings the user to the Investment Option Information screen.

D. Activate Investment Option

- “Activate Investment Option on Web List” is only visible if an investment option has previously been accepted and inactivated. Go to the Main Menu screen, click on List All Products, and then select the previously inactivated investment option that now needs to be activated.

Investment Option Information

Investment Option Name: Total Protection Benefit Rider
Investment Option Number: 100-003-001
Investment Option Type: Variable Annuity
Investment Option Status: Inactive
Review Status: Accepted
Last Changed By: 100UT001

Back-End Sales Load
Fee Name: Back End Sales Load Fee
Maximum Annualized Fee Percentage: 2.000%
Fee Schedule: 30 days: 2.000%
60 days: 2.000%
90 days: 2.000%
When does the fee apply and how is it calculated? Fee applies: To exchanges or redemptions of shares held less than 90 days. Calculated: As a percent of the amount sold, based on the length of time held.
What are the fee waivers, breakpoints, and caps? Fee is waived in school districts with 50 or more participants.
Is this an optional fee? No

Asset-Based Fee
Fee Name: Administrative Fee
Maximum Annualized Fee Percentage: 0.350%
When does the fee apply and how is it calculated? Fee applies: Monthly Calculated: Annualized percentage.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

Surrender/Withdrawal Charge
Fee Name: Option Surrender and Withdrawal
Maximum Annualized Fee Percentage: 1.000%
Fee Schedule: 1 year: 1.000%
2 years: 0.750%
3 years: 0.500%
4 years: 0.250%
When does the fee apply and how is it calculated? The charge depends on how long this investment option has been held. The amount of withdrawal charges assessed against the

(Screen continued below)

Asset-Based Fee
Fee Name: Administrative Fee
Maximum Annualized Fee Percentage: 0.350%
When does the fee apply and how is it calculated? Fee applies: Monthly Calculated: Annualized percentage.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

Surrender/Withdrawal Charge
Fee Name: Option Surrender and Withdrawal
Maximum Annualized Fee Percentage: 1.000%
Fee Schedule: 1 year: 1.000%
2 years: 0.750%
3 years: 0.500%
4 years: 0.250%
When does the fee apply and how is it calculated? The charge depends on how long this investment option has been held. The amount of withdrawal charges assessed against the contract will not exceed 1% of total assets held under the contract.
What are the fee waivers, breakpoints, and caps? Fee waived: Fully waived for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.
Is this an optional fee? No

Loan Application/Origination Fee
Fee Name: Application Fee for Loan Approval
Maximum Annualized Fee Amount: \$20.00
When does the fee apply and how is it calculated? Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

[Compare Investment Option](#)
[View Investment Option Information](#)
[Activate Investment Option on Web List](#)
[Main Menu](#)

D. Activate Investment Option (continued)

Teacher Retirement System of Texas
403(b) Product Registration

Submit Activation on Web List

Are you sure you want to submit this investment option for activation? If approved, this investment option will be displayed on the Active Products List.

Company Name: 403(b) PRS User Manual
Certified Product Type: Annuity
Investment Option Name: Total Protection Benefit Rider
Investment Option Number: 100-003-001
Investment Option Type: Variable Annuity
Investment Option Status: Inactive
Review Status: Accepted
Last Changed By: 100UT001

Back-End Sales Load

Fee Name:	Back End Sales Load Fee
Maximum Annualized Fee Percentage:	2.000%
Fee Schedule:	30 days: 2.000% 60 days: 2.000% 90 days: 2.000%

When does the fee apply and how is it calculated? Fee applies: To exchanges or redemptions of shares held less than 90 days. Calculated: As a percent of the amount sold, based on the length of time held.

What are the fee waivers, breakpoints, and caps? Fee is waived in school districts with 50 or more participants.

Is this an optional fee? No

Asset-Based Fee

Fee Name:	Administrative Fee
Maximum Annualized Fee Percentage:	0.350%
When does the fee apply and how is it calculated?	Fee applies: Monthly Calculated: Annualized percentage.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No

(Screen continued below)

When does the fee apply and how is it calculated? None.

What are the fee waivers, breakpoints, and caps? None.

Is this an optional fee? No

Surrender/Withdrawal Charge

Fee Name:	Option Surrender and Withdrawal
Maximum Annualized Fee Percentage:	1.000%
Fee Schedule:	1 year: 1.000% 2 years: 0.750% 3 years: 0.500% 4 years: 0.250%

When does the fee apply and how is it calculated? The charge depends on how long this investment option has been held. The amount of withdrawal charges assessed against the contract will not exceed 1% of total assets held under the contract.

What are the fee waivers, breakpoints, and caps? Fee waived: Fully waived for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.

Is this an optional fee? No

Loan Application/Origination Fee

Fee Name:	Application Fee for Loan Approval
Maximum Annualized Fee Amount:	\$20.00
When does the fee apply and how is it calculated?	Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No

[Compare Product](#)

TRS will receive automated notification that the information is ready for activation on the Web List. After review is completed, TRS will move the information to the Active Products List or will communicate with the company regarding the need for revision.

If you want to include a message in the e-mail notification being sent to TRS, enter it here:

- Click on “Submit for Activation” to submit an investment option. Note: Once the submittal to activate an investment option on the 403(b) Active Products List has been accepted by TRS, the investment option will move from the Inactive Products List to the Active Products List.
- Click on “Not Ready for Submission” if you do not want to submit an investment option for activation. This brings the user to the Product Information screen.

E. Remove Investment Option

- This screen is accessed by selecting “Remove Investment Option” from the Investment Option Information screen.

The screenshot shows a web browser window with the title "Teacher Retirement System of Texas 403(b) Product Registration". The page has a purple header and a light green main content area. On the left is a blue sidebar with a menu of links. The main content area displays the "Remove Investment Option" screen, which includes a confirmation message in red text, a list of investment details, and two buttons at the bottom.

Teacher Retirement System of Texas
403(b) Product Registration

Remove Investment Option

Are you sure you want to remove this investment option? By removing this investment option, you will be removing all fees (if any) for this investment option.

Company Name: 403(b) PRS User Manual
Product: 100-001 - UM Product - Pending Add
Investment Option: 100-001-002 - Total Protection Optional Rider - Pending Add
Investment Option Name: Total Protection Optional Rider
Investment Option Number: 100-001-002
Investment Option Type: Variable Annuity
Investment Option Status: Pending Add
Last Changed By: 100UT001

Menu:
[Main Menu](#)
[Add Product](#)
[View Web List](#)
[List All Products](#)
[List Pending Products](#)
[List Submitted Products](#)
[List Denied Products](#)
[Company Information](#)
[Change Password](#)
[User Manual](#)
[Need Help?](#)
[Frequently Asked Questions](#)
[Glossary](#)
[TRS 403\(b\) Certification Website](#)
[Log out](#)

- Click on “Remove” to remove an investment option from the PRS. An investment option may be removed only if it has been entered into the PRS, but has not yet been submitted to TRS.

Note: Once an investment option is removed, it must be re-entered in the PRS to register the investment option.

- Click on “Do Not Remove Investment Option” if you do not want to remove an investment option. This brings the user to the Edit Investment Option screen.

F. Copy Investment Option

- This screen is accessed by selecting “Copy Investment Option” from the Investment Option Information screen.

Teacher Retirement System of Texas
403(b) Product Registration

Copy Investment Option

Company Name: 403(b) PRS User Manual
Investment Option Name: Total Protection Optional Rider
Investment Option Number: 100-003-001
Investment Option Type: Variable Annuity
Investment Option Status: Active
Review Status: Pending Add
Last Changed By: 100UT001

Back-End Sales Load	
Fee Name:	Back End Sales Load Fee
Maximum Annualized Fee Percentage:	2.000%
Fee Schedule:	30 days: 2.000% 60 days: 2.000% 90 days: 2.000%
When does the fee apply and how is it calculated? Fee applies: To exchanges or redemptions of shares held less than 90 days. Calculated: As a percent of the amount sold, based on the length of time held.	
What are the fee waivers, breakpoints, and caps? Fee is waived in school districts with 50 or more participants.	
Is this an optional fee? No	
Asset-Based Fee	
Fee Name:	Administrative Fee
Maximum Annualized Fee Percentage:	0.240%
When does the fee apply and how is it calculated? Fee applies: Monthly Calculated: Annualized percentage.	
What are the fee waivers, breakpoints, and caps? None.	
Is this an optional fee? No	
Surrender/Withdrawal Charge	

(Screen continued below.)

Maximum Annualized Fee Percentage:	0.240%
When does the fee apply and how is it calculated? Fee applies: Monthly Calculated: Annualized percentage.	
What are the fee waivers, breakpoints, and caps? None.	
Is this an optional fee? No	
Surrender/Withdrawal Charge	
Fee Name:	Option Surrender and Withdrawal
Maximum Annualized Fee Percentage:	1.000%
Fee Schedule:	1 year : 1.000% 2 years : 0.750% 3 years : 0.500% 4 years : 0.250%
When does the fee apply and how is it calculated? The charge depends on how long this investment option has been held. The amount of withdrawal charges assessed against the contract will not exceed 1% of total assets held under the contract.	
What are the fee waivers, breakpoints, and caps? Fee waived: Fully waived for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.	
Is this an optional fee? No	
Loan Application/Origination Fee	
Fee Name:	Application Fee for Loan Approval
Maximum Annualized Fee Amount:	\$25.00
When does the fee apply and how is it calculated? Fee applies: at the time of loan origination. Calculated: Flat dollar amount.	
What are the fee waivers, breakpoints, and caps? None.	
Is this an optional fee? No	
Other Fee	
Fee Name:	Transaction Assistance Fee
Maximum Annualized Fee Amount:	\$10.00
When does the fee apply and how is it calculated? Fee applies: Whenever assistance is required in the sale or purchase of a security.	
What are the fee waivers, breakpoints, and caps? None.	
Is this an optional fee? No	

Copy This Investment Option
Do NOT Copy

- The **copy investment option** function allows the user to copy a selected investment option and all associated fees.
- Click on “Copy This Investment Option” to copy an investment option and all associated fees. This brings the user to the Edit Investment Option screen, as shown below.

F. Copy Investment Option (continued)

The screenshot displays the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Edit Investment Option'. It shows the following details: Company Name: 403(b) PRS User Manual; Product: 100-001 - UM Product - Pending Add; Investment Option: 100-001-004 - Total Protection Optional Rider - Pending Add. There is a checkbox labeled 'This investment option has been discontinued.' and a 'Discontinuation Date' field with three dropdown menus. The 'Investment Option Name' field contains 'Total Protection Optional Rider' and the 'Type' is 'Variable Annuity'. At the bottom are two buttons: 'Save & Continue' and 'Do Not Save'.

- The investment option name must be modified. This new investment option name may be saved by selecting “Save and Continue”. This brings the user to the Investment Option Information Screen.
- Once the investment option is copied and renamed, the user may make changes that are specific to the newly copied investment option. For example, fee names, amounts, and descriptions may all be modified.
- Click on “Do NOT Copy” if an investment option copy is not wanted. This brings the user back to the Investment Option Information screen.

XVI. View Product Summary

- The Product Summary screen lists product fees only, and can be accessed from the Product Information screen.

The screenshot displays the 'Pending Product Summary' screen for the Teacher Retirement System of Texas. The page has a purple header with the system name and a red star logo. A left sidebar contains navigation links. The main content area is titled 'Pending Product Summary' and 'Product Information'. It lists product details: Company Name (403(b) PRS User Manual), Product Name (UM Product), Product Number (100-001), Product Type (Variable Annuity), Product Status (Active), Review Status (Pending Add), and Last Changed By (100UT001). Below this, there are two sections: 'Front-End Sales Load' and 'Back-End Sales Load', each with a table of fees and their calculation details.

Front-End Sales Load	
Fee Name:	Sales Charge Based on Purchase Value
Maximum Annualized Fee Percentage:	1.000%
When does the fee apply and how is it calculated?	Fee applies: Salary contribution is received with rate ranging between 0.450% and 1.000% based on the amount contributed. Calculated: As a percentage of the amount contributed.
What are the fee waivers, breakpoints, and caps?	This fee is waived in part by the selling agent.
Is this an optional fee?	No

Back-End Sales Load	
Fee Name:	Sales Charge Based on Time Held
Maximum Annualized Fee Percentage:	1.000%
Fee Schedule:	30 days: 1.000% 60 days: 1.000% 90 days: 1.000% 1 year: 1.000%
When does the fee apply and how is it calculated?	Fee applies: To contract value for one year after contract initiation. Calculated: As a percent of the amount sold, if contract is less than

- Product fees are grouped by fee type and can be viewed at the beginning of the screen.

XVII. View Investment Option Summary

- The Investment Option Summary screen lists all product and investment option fees and can be accessed from the Investment Option Information screen.

The screenshot shows the 'Pending Investment Option Summary' screen for the Teacher Retirement System of Texas. The page has a purple header with the system name and a red star logo. A left sidebar contains navigation links. The main content area is titled 'Product Information' and displays details for a '403(b) PRS User Manual' product. It includes sections for 'Front-End Sales Load' and 'Back-End Sales Load', each with fee names, annualized percentages, schedules, and calculation details.

Front-End Sales Load	
Fee Name:	Sales Charge Based on Purchase Value
Maximum Annualized Fee Percentage:	1.000%
When does the fee apply and how is it calculated?	Fee applies: Salary contribution is received with rate ranging between 0.450% and 1.000% based on the amount contributed. Calculated: As a percentage of the amount contributed.
What are the fee waivers, breakpoints, and caps?	This fee is waived in part by the selling agent.
Is this an optional fee?	No

Back-End Sales Load	
Fee Name:	Sales Charge Based on Time Held
Maximum Annualized Fee Percentage:	1.000%
Fee Schedule:	30 days: 1.000% 60 days: 1.000% 90 days: 1.000% 1 year: 1.000%
When does the fee apply and how is it calculated?	Fee applies: To contract value for one year after contract initiation. Calculated: As a percent of the amount sold, if contract is less than

- Investment option fees are also grouped by fee type and can be viewed towards the bottom of the screen, as shown in the screen below.

The screenshot shows the 'Investment Option Information' screen. It displays details for an 'Investment Option Name: Total Protection Optional Rider'. It includes sections for 'Back-End Sales Load', 'Annual Fixed Dollar Fee', and 'Asset-Based Fee', each with fee names, annualized percentages, amounts, and calculation details.

Back-End Sales Load	
Fee Name:	Back End Sales Load Fee
Maximum Annualized Fee Percentage:	2.000%
Fee Schedule:	30 days: 2.000% 60 days: 2.000% 90 days: 2.000%
When does the fee apply and how is it calculated?	Fee applies: To exchanges or redemptions of shares held less than 90 days. Calculated: As a percent of the amount sold, based on the length of time held.
What are the fee waivers, breakpoints, and caps?	Fee is waived in school districts with 50 or more participants.
Is this an optional fee?	No

Annual Fixed Dollar Fee	
Fee Name:	Management Fee
Maximum Annualized Fee Amount:	\$15.00
When does the fee apply and how is it calculated?	Fee Applies: To assets held on January 1 each year. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps?	Breakpoint: This fee is waived if asset value is greater than \$10,000 on January 1.
Is this an optional fee?	No

Asset-Based Fee	
Fee Name:	Administrative Fee
Maximum Annualized Fee Percentage:	0.240%
When does the fee apply and how is it calculated?	Fee applies: Monthly Calculated: Annualized percentage.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No

XVIII. Submit Product for TRS Review

Teacher Retirement System of Texas
403(b) Product Registration

Product Information

Company Name: 403(b) PRS User Manual
Product Name: UM Product
Product Number: 100-001
Product Type: Variable Annuity
Product Status: Active
Review Status: Pending Add
Last Changed By: 100UT001

[Add, Edit, or Remove Product Fees](#)
[Add, Edit, or Remove Investment Options](#)
[Edit or Discontinue Product](#)
[Remove Product](#)
[Copy Product](#)
[View Product Summary](#)
[Submit Product for TRS Review](#)

Navigation Links:
[Main Menu](#)
[Add Product](#)
[View Web List](#)
[List All Products](#)
[List Pending Products](#)
[List Submitted Products](#)
[List Denied Products](#)
[Company Information](#)
[Change Password](#)
[403\(b\) Product Registration Manual](#)
[403\(b\) Certification & Product Registration](#)
[View 403\(b\) Registered Products](#)
[Need Help?](#)
[Log out](#)

- Select “Submit Product for TRS Review” on the Product Information screen to submit a product.
- This screen also provides access to various other screens that allow actions such as adding, editing, copying or removing product fees or investment options.

Note: Once a product is submitted no further changes may be made until TRS accepts or returns the product for changes to be considered. A returned product may require additional information to be submitted or changes to be considered.

When does the fee apply and how is it calculated?	10 years: 0.5000%
The amount of the charge will depend on how long your contract has been in effect. This fee has a rate that ranges between 0.5000% and 5.0000% and is applied annually. The amount of withdrawal charge assessed against the contract will not exceed 5% of purchase payments under the contract.	
What are the fee waivers, breakpoints, and caps?	Fee waived: 10% of contract value per year for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.
Is this an optional fee?	No

Loan Application/Origination Fee	
Fee Name:	Application Fee for Loan Approval
Maximum Annualized Fee Amount:	\$25.00
When does the fee apply and how is it calculated?	Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No

Other Fee	
Fee Name:	Transaction Request Fee
Maximum Annualized Fee Amount:	\$10.00
When does the fee apply and how is it calculated?	Fee applies: Whenever assistance is required in the sale or purchase of a security. Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No

☒ I certify that, based on my personal knowledge, all of the information is true and accurate.

When a company submits product registration information, TRS receives automated notification that the information is ready for review. After review is completed, TRS will post the information to its Web site or will communicate with the company regarding the need for revision.

If you want to include a message in the e-mail notification being sent to TRS, enter it here:

Note: User will be asked to certify that all information that is being submitted is true and accurate.

XIX. Submit Investment Option for TRS Review

Teacher Retirement System of Texas
403(b) Product Registration

Investment Option Information

Company Name: 403(b) PRS User Manual
Product: [100-001 - UM Product - Pending Add](#)
Product Type: Variable Annuity
Investment Option Name: Total Protection Optional Rider
Investment Option Number: 100-001-004
Investment Option Status: Active
Review Status: Pending Add
Last Changed By: 100UT001

[Add, Edit, or Remove Investment Option Fees](#)
[Edit or Discontinue Investment Option](#)
[Remove Investment Option](#)
[Copy Investment Option](#)
[View Investment Option Summary](#)
[Submit Investment Option for TRS Review](#)

Main Menu
[Add Product](#)
[View Web List](#)
[List All Products](#)
[List Pending Products](#)
[List Submitted Products](#)
[List Denied Products](#)
[Company Information](#)
[Change Password](#)
[403\(b\) Product Registration Manual](#)
[403\(b\) Certification & Product Registration](#)
[View 403\(b\) Registered Products](#)
[Need Help?](#)
[Log out](#)

- Select “Submit Investment Option for TRS Review” on the Investment Option Information screen to submit an investment option.
- This screen also provides access to various other screens that allow actions such as adding, editing, copying or removing an investment option.

Note: Once an investment option is submitted no further changes may be made until TRS accepts or returns the investment option for changes to be considered. A returned investment option may require additional information to be submitted or changes to be considered.

2 years: 0.750%
3 years: 0.500%
4 years: 0.250%

When does the fee apply and how is it calculated?
The charge depends on how long this investment option has been held. The amount of withdrawal charges assessed against the contract will not exceed 1% of total assets held under the contract.
What are the fee waivers, breakpoints, and caps?
Fee waived: Fully waived for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.
Is this an optional fee?
No

Loan Application/Origination Fee
Fee Name: Application Fee for Loan Approval
Maximum Annualized Fee Amount: \$25.00
When does the fee apply and how is it calculated? Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

Other Fee
Fee Name: Transaction Assistance Fee
Maximum Annualized Fee Amount: \$10.00
When does the fee apply and how is it calculated? Fee applies: Whenever assistance is required in the sale or purchase of a security.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

☒ I certify that, based on my personal knowledge, all of the information is true and accurate.

When a company submits product registration information, TRS receives automated notification that the information is ready for review. After review is completed, TRS will post the information to its Web site or will communicate with the company regarding the need for revision.

If you want to include a message in the e-mail notification being sent to TRS, enter it here:

Note: User will be asked to certify that all information that is being submitted is true and accurate.

XX. Compare Previously Accepted Product or Investment Option with Newly Submitted Edits

A. Compare Previously Accepted Product with Newly Submitted Edits

- Select “Compare Product” from the Product Summary screen to view edits.

The screenshot shows the 'Pending Product Summary' screen for the '403(b) Product Registration' system. The left sidebar contains a navigation menu with links: Main Menu, Add Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Pending Product Summary' and 'Product Information'. It displays details for a product named '403(b) PRS User Manual' with product number '100-003'. The product type is 'Variable Annuity', status is 'Active', and review status is 'Pending Edit'. The last changed by is '100UT001'. Below this, there are sections for 'Back-End Sales Load' and 'Annual Fixed Dollar Fee'. The 'Back-End Sales Load' section includes a fee name 'Sales Charge Based on Time Held', a maximum annualized fee percentage of 1.000%, and a fee schedule with rates for 30, 60, 90 days, and 1 year. It also includes questions about when the fee applies and how it is calculated, and what fee waivers, breakpoints, and caps are. The 'Annual Fixed Dollar Fee' section includes a fee name 'Contract Fee', a maximum annualized fee amount of \$30.00, and questions about when the fee applies and how it is calculated, and what fee waivers, breakpoints, and caps are.

Teacher Retirement System of Texas	
403(b) Product Registration	
Pending Product Summary	
Product Information	
Company Name: 403(b) PRS User Manual	
Product Name: Copy Product	
Product Number: 100-003	
Product Type: Variable Annuity	
Product Status: Active	
Review Status: Pending Edit	
Last Changed By: 100UT001	
Back-End Sales Load	
Fee Name:	Sales Charge Based on Time Held
Maximum Annualized Fee Percentage:	1.000%
Fee Schedule:	30 days: 1.000%
	60 days: 1.000%
	90 days: 1.000%
	1 year: 1.000%
When does the fee apply and how is it calculated?	Fee applies: To contract value for one year after contract initiation. Calculated: As a percent of the amount sold, if contract is less than one year.
What are the fee waivers, breakpoints, and caps?	Fee is waived in school districts with 50 or more participants.
Is this an optional fee?	No
Annual Fixed Dollar Fee	
Fee Name:	Contract Fee
Maximum Annualized Fee Amount:	\$30.00
When does the fee apply and how is it calculated?	Applies: Annually at contract anniversary Calculated: Flat dollar amount

(Screen continued below)

The continuation of the 'Pending Product Summary' screen shows the 'Loan Application/Origination Fee' and 'Other Fee' sections. The 'Loan Application/Origination Fee' section includes a fee name 'Application Fee for Loan Approval', a maximum annualized fee amount of \$15.00, and a fee schedule with rates for 4, 5, 6, 7, 8, 9, and 10 years. It also includes questions about when the fee applies and how it is calculated, and what fee waivers, breakpoints, and caps are. The 'Other Fee' section includes a fee name 'Transaction Request Fee', a maximum annualized fee amount of \$10.00, and questions about when the fee applies and how it is calculated, and what fee waivers, breakpoints, and caps are. At the bottom of the screen, there are links: 'Compare Product', 'View Product Information', and 'Main Menu'.

When does the fee apply and how is it calculated?	4 years: 3.500%
	5 years: 3.000%
	6 years: 2.500%
	7 years: 2.000%
	8 years: 1.500%
	9 years: 1.000%
	10 years: 0.500%
When does the fee apply and how is it calculated?	The amount of the charge will depend on how long your contract has been in effect. This fee has a rate that ranges between 0.500% and 5.000% and is applied annually. The amount of withdrawal charge assessed against the contract will not exceed 5% of purchase payments under the contract.
What are the fee waivers, breakpoints, and caps?	Fee waived: 10% of contract value per year for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.
Is this an optional fee?	No
Loan Application/Origination Fee	
Fee Name:	Application Fee for Loan Approval
Maximum Annualized Fee Amount:	\$15.00
When does the fee apply and how is it calculated?	Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No
Other Fee	
Fee Name:	Transaction Request Fee
Maximum Annualized Fee Amount:	\$10.00
When does the fee apply and how is it calculated?	Fee applies: Whenever assistance is required in the sale or purchase of a security. Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No

[Compare Product](#)
[View Product Information](#)
[Main Menu](#)

A. Compare Previously Accepted Product with Newly Submitted Edits (continued)

- This function allows user to compare previously accepted product information with pending edits submitted to TRS. Fields are highlighted to show where changes have taken place.

Teacher Retirement System of Texas
403(b) Product Registration

Compare Product

	Web List	Proposed Revision
Company Name:	403(b) PRS User Manual	403(b) PRS User Manual
Product Name:	Copy Product	Copy Product
Product Number:	100-003	100-003
Product Type:	Variable Annuity	Variable Annuity
Product Status:	Active	Active
Review Status:	Accepted	Pending Edit
Last Changed By:	100UT001	100UT001
Back-End Sales Load		
Fee Name:	Sales Charge Based on Time Held	Sales Charge Based on Time Held
Maximum Annualized Fee Percentage:	1.000%	1.000%
Fee Schedule:	30 days: 1.000%	30 days: 1.000%
	60 days: 1.000%	60 days: 1.000%
	90 days: 1.000%	90 days: 1.000%
	1 year: 1.000%	1 year: 1.000%
When does the fee apply and how is it calculated?	Fee applies: To contract value for one year after contract initiation. Calculated: As a percent of the amount sold, if contract is less than one year.	Fee applies: To contract value for one year after contract initiation. Calculated: As a percent of the amount sold, if contract is less than one year.
What are the fee waivers, breakpoints, and caps?	Fee is waived in school districts with 50 or more participants.	Fee is waived in school districts with 50 or more participants.

(Screen continued below)

When does the fee apply and how is it calculated?	after contract initiation. Calculated: As a percent of the amount sold, if contract is less than one year.	after contract initiation. Calculated: As a percent of the amount sold, if contract is less than one year.
What are the fee waivers, breakpoints, and caps?	Fee is waived in school districts with 50 or more participants.	Fee is waived in school districts with 50 or more participants.
Is this an optional fee?	No	No
Annual Fixed Dollar Fee		
Fee Name:	Contract Fee	Contract Fee
Maximum Annualized Fee Amount:	\$30.00	\$35.00
When does the fee apply and how is it calculated?	Applies: Annually at contract anniversary Calculated: Flat dollar amount	Applies: Annually at contract anniversary Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps?	Breakpoint: This fee is waived if contract value is greater than \$50,000 on the date the fee is deducted.	Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.
Is this an optional fee?	No	No
Asset-Based Fee		
Fee Name:	Mortality Fee	Mortality Fee
Maximum Annualized Fee Percentage:	0.150%	0.150%
When does the fee apply and how is it calculated?	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged daily.	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged daily.
What are the fee waivers, breakpoints, and caps?	None.	None.
Is this an optional fee?	No	No
Surrender/Withdrawal Charge		
Fee Name:	Surrender and Withdrawal	Surrender and Withdrawal
Maximum Annualized Fee Percentage:	5.000%	5.000%
Fee Schedule:		

- Select "Web List Fee Summary" to view fees as they are currently shown on the 403(b) Registered Products List.
- Select "Proposed Fee Summary" to view fees as they will be shown on the 403(b) Registered Products List, once changes have been accepted by TRS.

B. Compare Previously Accepted Investment Option with Newly Submitted Edits

- Select “Compare Investment Option” from the Investment Option Summary screen to view edits.

Investment Option Information	
Investment Option Name: Total Protection Benefit Rider	
Investment Option Number: 100-003-001	
Investment Option Type: Variable Annuity	
Investment Option Status: Active	
Review Status: Pending Edit	
Last Changed By: 100UT001	
Back-End Sales Load	
Fee Name:	Back End Sales Load Fee
Maximum Annualized Fee Percentage:	2.000%
Fee Schedule:	30 days: 2.000% 60 days: 2.000% 90 days: 2.000%
When does the fee apply and how is it calculated?	Fee applies: To exchanges or redemptions of shares held less than 90 days. Calculated: As a percent of the amount sold, based on the length of time held.
What are the fee waivers, breakpoints, and caps?	Fee is waived in school districts with 50 or more participants.
Is this an optional fee?	No
Asset-Based Fee	
Fee Name:	Administrative Fee
Maximum Annualized Fee Percentage:	0.350%
When does the fee apply and how is it calculated?	Fee applies: Monthly Calculated: Annualized percentage.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No
Surrender/Withdrawal Charge	
Fee Name:	Option Surrender and Withdrawal
Maximum Annualized Fee Percentage:	1.000%
Fee Schedule:	1 year: 1.000% 2 years: 0.750% 3 years: 0.500% 4 years: 0.250%

(Screen continued below)

What are the fee waivers, breakpoints, and caps?	Fee is waived in school districts with 50 or more participants.
Is this an optional fee?	No
Asset-Based Fee	
Fee Name:	Administrative Fee
Maximum Annualized Fee Percentage:	0.350%
When does the fee apply and how is it calculated?	Fee applies: Monthly Calculated: Annualized percentage.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No
Surrender/Withdrawal Charge	
Fee Name:	Option Surrender and Withdrawal
Maximum Annualized Fee Percentage:	1.000%
Fee Schedule:	1 year: 1.000% 2 years: 0.750% 3 years: 0.500% 4 years: 0.250%
When does the fee apply and how is it calculated?	The charge depends on how long this investment option has been held. The amount of withdrawal charges assessed against the contract will not exceed 1% of total assets held under the contract.
What are the fee waivers, breakpoints, and caps?	Fee waived: Fully waived for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.
Is this an optional fee?	No
Loan Application/Origination Fee	
Fee Name:	Application Fee for Loan Approval
Maximum Annualized Fee Amount:	\$20.00
When does the fee apply and how is it calculated?	Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No
Compare Investment Option	
View Investment Option Information	
Main Menu	

B. Compare Previously Accepted Investment Option with Newly Submitted Edits (continued)

- This function allows user to compare previously accepted investment option information with pending edits submitted to TRS. Fields are highlighted to show where changes have taken place.

Compare Investment Option		
Investment Option Name:	Total Protection Optional Rider	Total Protection Benefit Rider
Investment Option Number:	100-003-001	100-003-001
Investment Option Type:	Variable Annuity	Variable Annuity
Investment Option Status:	Active	Active
Review Status:	Accepted	Pending Edit
Last Changed By:	100UT001	100UT001
Back-End Sales Load		
Fee Name:	Back End Sales Load Fee	Back End Sales Load Fee
Maximum Annualized Fee Percentage:	2.000%	2.000%
Fee Schedule:		
	30 days: 2.000%	30 days: 2.000%
	60 days: 2.000%	60 days: 2.000%
	90 days: 2.000%	90 days: 2.000%
When does the fee apply and how is it calculated?	Fee applies: To exchanges or redemptions of shares held less than 90 days. Calculated: As a percent of the amount sold, based on the length of time held.	Fee applies: To exchanges or redemptions of shares held less than 90 days. Calculated: As a percent of the amount sold, based on the length of time held.
What are the fee waivers, breakpoints, and caps?	Fee is waived in school districts with 50 or more participants.	Fee is waived in school districts with 50 or more participants.
Is this an optional fee?	No	No
Asset-Based Fee		
Fee Name:	Administrative Fee	Administrative Fee
Maximum Annualized Fee Percentage:	0.240%	0.350%
When does the fee apply and how is it calculated?	Fee applies: Monthly Calculated: Annualized percentage.	Fee applies: Monthly Calculated: Annualized percentage.

(Screen continued below)

Surrender/Withdrawal Charge		
Fee Name:	Option Surrender and Withdrawal	Option Surrender and Withdrawal
Maximum Annualized Fee Percentage:	1.000%	1.000%
Fee Schedule:		
	1 year: 1.000%	1 year: 1.000%
	2 years: 0.750%	2 years: 0.750%
	3 years: 0.500%	3 years: 0.500%
	4 years: 0.250%	4 years: 0.250%
When does the fee apply and how is it calculated?	The charge depends on how long this investment option has been held. The amount of withdrawal charges assessed against the contract will not exceed 1% of total assets held under the contract.	The charge depends on how long this investment option has been held. The amount of withdrawal charges assessed against the contract will not exceed 1% of total assets held under the contract.
What are the fee waivers, breakpoints, and caps?	Fee waived: Fully waived for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.	Fee waived: Fully waived for death, disability, financial hardship, nursing home, medical expenses, and terminal illness.
Is this an optional fee?	No	No
Loan Application/Origination Fee		
Fee Name:	Application Fee for Loan Approval	Application Fee for Loan Approval
Maximum Annualized Fee Amount:	\$25.00	\$20.00
When does the fee apply and how is it calculated?	Fee applies: at the time of loan origination. Calculated: Flat dollar amount.	Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps?	None.	None.
Is this an optional fee?	No	No
Web List Fee Summary Proposed Fee Summary Main Menu		

- Select "Web List Fee Summary" to view fees as they are currently shown on the 403(b) Registered Products List.
- Select "Proposed Fee Summary" to view fees as they will be shown on the 403(b) Registered Products List, once changes have been accepted by TRS.

XXI. Add Platform Product

- From the Main Menu, a user may begin adding a new platform product, view lists of products which are registered or are in various stages of being registered, or view company information.
- Note: the option to “Add Platform Product” is only visible if a company has been certified as a platform company.



- To begin registration of a 403(b) platform product, select “Add Platform Product” from the list of options located on the left of your screen or from the Main Menu. This brings the user to the Add Platform Product screen as shown below.

XXI. Add Platform Product (continued)

Teacher Retirement System of Texas
403(b) Product Registration

Add Platform Product

Please enter the number of the 403(b) product to be offered.

Company Name: User Test Platform

Base Product Number: [] - [] - []

Product Type: Custodial Account

[View 403\(b\) Registered Products](#)

[Main Menu](#)
[Add Platform Product](#)
[View Web List](#)
[List All Products](#)
[List Pending Products](#)
[List Submitted Products](#)
[List Denied Products](#)
[Company Information](#)
[Change Password](#)
[403\(b\) Product Registration Manual](#)
[403\(b\) Certification & Product Registration](#)
[View 403\(b\) Registered Products](#)
[Need Help?](#)
[Log out](#)

- **Base Product Number:** Enter the number of the 403(b) registered product.
- Click on “View 403(b) Registered Products” to open another window that brings the user to the “Search 403(b) Products” page on the TRS web site. The user may search the products list to identify the product number of the product to be added.
- Click on “Continue” to save this platform product. This brings the user to the Product Information screen.
- Click on “Cancel” to clear entries. This brings the user to the Product List screen.

Note: Once platform product information is saved, it is held in a **Pending Add** status until submitted to TRS (see p. 91). TRS will then accept the platform product or return it for additional edits.

XXII. Access Investment Option Information

- This screen is accessed by selecting “Continue” on the Add Platform Product screen.

The screenshot displays the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a blue sidebar with a menu of links including 'Main Menu', 'Add Platform Product', 'View Web List', 'List All Products', 'List Pending Products', 'List Submitted Products', 'List Denied Products', 'Company Information', 'Change Password', '403(b) Product Registration Manual', '403(b) Certification & Product Registration', 'View 403(b) Registered Products', 'Need Help?', and 'Log out'. The main content area has a purple header with the system name and a green body. The green body contains the title 'Investment Option Information' and a prompt: 'Please review the base investment option you have entered.' Below this, the following information is displayed: 'Base Company Name: 403(b) PRS User Manual', 'Base Investment Option Name: Subaccount Test Fund', 'Base Investment Option Number: 100-015-001', and 'Product Type: Custodial Account'. At the bottom of this section are two buttons: 'Save & Continue' and 'Do Not Save'. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

- The Investment Option Information screen identifies the **Base Company Name**, the **Base Investment Option Name** and **Number** (100-015-001), and the **Product Type** (Custodial Account).
- Click on “Save & Continue” to save this platform product. This brings the user to the Platform Investment Option Information screen.
- Click on “Do Not Save” to return to the Add Platform Product screen.

XXIII. Access Platform Investment Option Information

- This screen is accessed by selecting “Save and Continue” on the Product Information screen or by selecting a platform investment option from the Product List.

The screenshot displays the 'Teacher Retirement System of Texas' logo in the top left corner. The main header reads 'Teacher Retirement System of Texas' and '403(b) Product Registration'. The central content area is titled 'Platform Investment Option Information' and lists the following details: Company Name: User Test Platform; Platform Investment Option Name: 403(b) PRS User Manual/Subaccount Test Fund; Base Investment Option Number: 100-015-001; Platform Investment Option Number: 999-P007; Product Type: Custodial Account; Platform Investment Option Status: Active; Review Status: Pending Edit; and Last Changed By: 999UP001. Below this information are four blue hyperlinks: 'Add, Edit, or Remove Platform Investment Option Fees', 'Discontinue Platform Investment Option', 'View Platform Investment Option Summary', and 'Submit Platform Investment Option for TRS Review'. On the left side, a vertical menu contains links such as 'Main Menu', 'Add Platform Product', 'View Web List', 'List All Products', 'List Pending Products', 'List Submitted Products', 'List Denied Products', 'Company Information', 'Change Password', '403(b) Product Registration Manual', '403(b) Certification & Product Registration', 'View 403(b) Registered Products', 'Need Help?', and 'Log out'. The bottom of the screen shows a standard Windows taskbar with an Internet Explorer icon and a 100% zoom level.

- The Platform Investment Option Information screen identifies the **Base Investment Option Number** (100-015-001), the **Platform Investment Option Number** assigned to this platform product (999-P007). The **Platform Investment Option Status** (Active), the **Review Status** (Pending Add), and the User ID of the person who made the last change (99UP001) are also shown.
- This screen provides access to various other screens that allow actions such as adding, editing, or removing platform investment option fees, discontinuing or removing platform investment options, and submitting a platform investment option to TRS for review.

Note: If a user has logged into the PRS and needs to access the Platform Investment Option Information screen, select List All Products from the menu bar on the left side of the screen. Click on the desired product to be taken to the Platform Investment Option Information screen.

XXIV. Add, Edit, or Remove Platform Investment Option Fees

A. Add Platform Investment Option Fees

- This screen is accessed by selecting “Add, Edit, or Remove Platform Investment Option Fees” on the Platform Investment Option Information screen.

The screenshot shows a web application interface for the Teacher Retirement System of Texas. The header is purple with the TRS logo on the left and the text "Teacher Retirement System of Texas" and "403(b) Product Registration" on the right. A left sidebar contains a list of navigation links: Main Menu, Add Platform Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area has a green background and is titled "Platform Investment Option Fees". It displays "Company Name: User Test Platform" and "Product: 999-P004 - 403(b) PRS User Manual/Subaccount Test Fund - Pending Add". Below this, it says "Click on a fee type to add it to this platform investment option:" followed by a list of fee types: Front-End Sales Load, Back-End Sales Load, Annual Fixed Dollar Fee, Asset-Based Fee, Loan Application/Origination Fee, and Other Fee. Further down, it says "Click on a fee to edit or remove that fee:". At the bottom of the main area is a blue link: "Submit Platform Investment Option for TRS Review". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

- To add a platform investment option fee, select the **fee type** to be added and complete all required fields.
- For examples of added fee types see section VIII subsections A-G.
- Once a platform investment option fee has been added and saved it will appear at the bottom of the Platform Investment Option Fees screen. An example is shown below.
- Any platform investment option fee will be added to base product fees, and the total of all fees are required to be in compliance with TRS RULE §53.3 (see Company Guidance on page 2 of this manual).

Select the **Product** name to return to the Platform Investment Option Information screen.

B. Edit or Remove Platform Investment Option Fees

- This screen is accessed by selecting “Add, Edit, or Remove Platform Investment Option Fees” from the Platform Investment Option Information screen.



- Once a platform investment option fee has been added and saved it will appear at the bottom of the Platform Investment Option Information Fees screen.
- To edit or remove a fee, click on the desired fee. Note: Platform companies may only edit or remove platform product fees.
- User will be taken to an edit fee screen. An example is shown below.

B. Edit or Remove Platform Investment Option Fees (continued)

The screenshot shows the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. The left sidebar contains a navigation menu with links: Main Menu, Add Platform Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Edit Platform Investment Option Annual Fixed Dollar Fee'. It displays the following information: Company Name: User Test Platform; Product: 999-P007 - 403(b) PRS User Manual/Subaccount Test Fund - Pending Add; Fee Type: Annual Fixed Dollar Fee; Fee Name: Platform Contract Fee; Maximum Annualized Fee Amount: \$15.00. Below this, there are two sections with dropdown menus: 'When does the fee apply and how is it calculated? (Limit 300 characters)' with 'Applies: Annually at contract anniversary' and 'Calculated: Flat dollar amount'; and 'What are the fee waivers, breakpoints, and caps? (Limit 300 characters)' with 'Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.' At the bottom, there is a radio button for 'Is this an optional fee?' with 'No' selected, and three buttons: 'Save & Continue', 'Do Not Save', and 'Remove'.

- The edit fee screens (each edit fee screen is specific to the fee type) allow the user to edit the fee name, the maximum fee percentage or amount, when the fee applies, how the fee is calculated, and fee waiver/breakpoint/cap information. The user can also change whether or not a fee is optional.
- Click on “Save & Continue” to save changes. This brings the user to the Platform Investment Option Information Fee screen showing the updated information. Once a platform investment option fee has been edited successfully, you will see a message near the top of the page stating “Fee was edited successfully” as seen in the screen below.

The screenshot shows the 'Teacher Retirement System of Texas 403(b) Product Registration' interface after a successful edit. The left sidebar is identical to the previous screenshot. The main content area is titled 'Platform Investment Option Fee' and displays a message: 'Fee was edited successfully'. Below this, the same information as the previous screen is shown: Company Name: User Test Platform; Product: 999-P007 - 403(b) PRS User Manual/Subaccount Test Fund - Pending Add; Fee Type: Annual Fixed Dollar Fee; Fee Name: Platform Contract Fee; Maximum Annualized Fee Amount: \$15.00. The 'When does the fee apply and how is it calculated?' section shows 'Applies: Annually at contract anniversary' and 'Calculated: Flat dollar amount'. The 'What are the fee waivers, breakpoints, and caps?' section shows 'Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.' At the bottom, the radio button for 'Is this an optional fee?' is now set to 'No', and a new link 'List Fees' is visible.

B. Edit or Remove Platform Investment Option Fees (continued)

- Click on “Do Not Save” to return to the Platform Investment Option Fees screen without changing fee information.
- Click on “Remove” to remove the fee. Clicking on “Remove” will generate a warning asking “Are you sure you want to remove this fee?”

The screenshot shows the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a navigation menu with links: Main Menu, Add Platform Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Remove Fee' and contains a red warning message: 'Are you sure you want to remove this fee?'. Below this, the following details are displayed: Company Name: User Test Platform, Product: 999-P007 - 403(b) PRS User Manual/Subaccount Test Fund - Pending Add, Fee Type: Annual Fixed Dollar Fee, Fee Name: Platform Contract Fee, Maximum Annualized Fee Amount: \$15.00. It also shows application details: 'When does the fee apply and how is it calculated?' (Applies: Annually at contract anniversary) and 'What are the fee waivers, breakpoints, and caps?' (Calculated: Flat dollar amount; Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted). The question 'Is this an optional fee?' is answered 'No'. At the bottom are two buttons: 'Remove Fee' and 'Do NOT Remove Fee'.

- Select “Remove Fee” to be taken to a Remove Fee screen showing “You have successfully removed the fee”. Note: Once a fee is removed, it must be re-entered in the PRS to register a product.

This screenshot shows the same 'Teacher Retirement System of Texas 403(b) Product Registration' interface, but the message now reads 'You have successfully removed the fee.' in blue text. The fee details remain the same as in the previous screenshot. The 'Remove Fee' button is no longer present, and a new blue link 'List Fees' has appeared at the bottom right of the main content area.

B. Edit or Remove Platform Investment Option Fees (continued)

- Select “Do NOT Remove Fee” to return to a partially filled Edit Platform Investment Option (Fee Type) screen. At this partially filled screen select “Do Not Save” to return to the Platform Investment Option Fees screen without changing the fee information.

The screenshot displays the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a navigation menu with links: Main Menu, Add Platform Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Edit Platform Investment Option Annual Fixed Dollar Fee'. It contains the following fields and options:

- Company Name: User Test Platform
- Product: [999-P007 - 403\(b\) PRS User Manual/Subaccount Test Fund - Pending Add](#)
- Fee Type: Annual Fixed Dollar Fee
- Fee Name: Platform Contract Fee
- Maximum Annualized Fee Amount: \$ [text input field]
- When does the fee apply and how is it calculated? (Limit 300 characters) [text area]
- What are the fee waivers, breakpoints, and caps? (Limit 300 characters) [text area]
- Is this an optional fee? ☒ No ☐ Yes

At the bottom of the form are three buttons: 'Save & Continue', 'Do Not Save', and 'Remove'. The browser's status bar at the bottom indicates 'Internet' and '100%' zoom.

Note: Once platform investment option fee information is saved, it is held in a **Pending Add** status. The fee may be edited until the platform investment option is submitted to TRS (see p. 91). TRS will then accept the product or return it for additional edits.

XXV. Discontinue, Inactivate, Activate, or Remove Platform Investment Option

A. Discontinue Platform Investment Option

- This screen is accessed by selecting “Discontinue Platform Investment Option” from the Platform Investment Option Information screen.

The screenshot shows the 'Edit Platform Investment Option' screen within the Teacher Retirement System of Texas 403(b) Product Registration system. The interface has a purple header with the system name and a left-hand navigation menu. The main content area is olive green and contains the following fields and controls:

- Company Name:** User Test Platform
- Product:** 999-P007 - 403(b) PRS User Manual/Subaccount Test Fund - Pending Add
- ☐ This product has been discontinued.
- Discontinuation Date:** A date selection field with dropdown arrows.
- Product Name:** 403(b) PRS User Manual/Subaccount Test Fund
- Product Type:** Custodial Account
- Buttons:** 'Save & Continue' and 'Do Not Save'.

The left navigation menu includes links such as 'Main Menu', 'Add Platform Product', 'View Web List', 'List All Products', 'List Pending Products', 'List Submitted Products', 'List Denied Products', 'Company Information', 'Change Password', '403(b) Product Registration Manual', '403(b) Certification & Product Registration', 'View 403(b) Registered Products', 'Need Help?', and 'Log out'.

- A **discontinued platform investment option** remains available for contributions to existing contracts but new contracts may no longer be offered.

Note: An **inactive platform investment option** is no longer available for contributions to existing contracts and new contracts may no longer be offered. See section XXV subsection B.

Note: Once the submittal to discontinue a platform investment option on the 403(b) Active Products List has been accepted by TRS, the platform investment option will move from the Active Products List to the Discontinued Products List. The discontinued platform investment option can be reinstated at any time by returning to this screen, un-checking the box next to “This product has been discontinued”, clicking on “Save & Continue”, and then submitting to TRS for review.

- If the platform investment option has been discontinued, check the box next to “This product has been discontinued”.
- **Discontinuation Date:** Enter the effective date of platform investment option discontinuation.
- Click on “Save & Continue” to save edits.
- Click on “Do Not Save” to clear entries and return to the Platform Investment Option Information screen.

B. Inactivate Platform Investment Option

- “Inactivate Platform Investment Option on Web List” is only visible if a Platform Investment Option has previously been accepted, and can be accessed from the Platform Investment Option Information screen.

The screenshot displays the 'Teacher Retirement System of Texas' logo and the title '403(b) Product Registration'. The main heading is 'Platform Investment Option Information'. The left sidebar contains a menu with links: Main Menu, Add Platform Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area shows the following details: Company Name: User Test Platform, Platform Product Name: 403(b) PRS User Manual/Subaccount Test Fund, Platform Investment Option Name: 403(b) PRS User Manual/Subaccount Test Fund, Base Investment Option Number: 100-015-001, Platform Investment Option Number: 999-P007, Product Type: Custodial Account, Platform Investment Option Status: Active, Review Status: Accepted, and Last Changed By: 999UP001. Below the details are four blue links: 'Add, Edit, or Remove Platform Investment Option Fees', 'Discontinue Platform Investment Option', 'View Platform Investment Option Summary', and 'Inactivate Platform Investment Option on Web List'. The browser status bar at the bottom shows 'Internet' and '100%' zoom.

- To inactivate a platform investment option on the 403(b) Active Products List, select “Inactivate Platform Investment Option on Web List” from the Platform Investment Option Information screen.
- An **inactive platform investment option** is no longer available for contributions to existing contracts and new contracts may no longer be offered.

Note: A **discontinued platform investment option** remains available for contributions to existing contracts but new contracts may no longer be offered. See section XXV subsection A.

Note: If a user has logged into the PRS and needs to access the Platform Investment Option Information screen, select List All Products from the menu bar on the left side of the screen. Click on the desired product to be taken to the Platform Investment Option Information screen.

B. Inactivate Platform Investment Option (continued)

Teacher Retirement System of Texas
403(b) Product Registration

Submit Inactivation on Web List

Are you sure you want to submit this platform investment option for inactivation? If approved, this platform investment option will be displayed on the Inactive Products List.

Platform Investment Option Information

Company Name: User Test Platform
Certified Product Type: No Proprietary Products
Investment Option Name: 403(b) PRS User Manual/Subaccount Test Fund
Investment Option Number: 999-P007
Investment Option Type: Custodial Account
Investment Option Status: Active
Review Status: Accepted
Last Changed By: 999UP001

Annual Fixed Dollar Fee

Fee Name: Platform Contract Fee
Maximum Annualized Fee Amount: \$15.00
When does the fee apply and how is it calculated? Applies: Annually at contract anniversary Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps? Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.
Is this an optional fee? No

Asset-Based Fee

Fee Name: Management Fee
Maximum Annualized Fee Percentage: 0.030%
When does the fee apply and how is it calculated? Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

(Screen continued below)

Compare Platform Investment Option

TRS will receive automated notification that the information is ready for inactivation on the Web List. After review is completed, TRS will move the information to the Inactive Products List or will communicate with the company regarding the need for revision.

If you want to include a message in the e-mail notification being sent to TRS, enter it here:

Click on “Submit for Inactivation” to submit a platform investment option. Note: Once the submittal to inactivate a platform investment option on the 403(b) Active Products List has been accepted by TRS, the product will move from the Active Products List to the Inactive Products List. The product can be reactivated at any time by submitting an Activation request. The 403(b) Inactive Products List also includes platform investment options, products, and investment options that have been suspended or revoked by TRS or products that were offered by companies that are no longer certified.

- Click on “Not Ready for Submission” if you do not want to submit a platform investment option for inactivation. This brings the user to the Platform Investment Option Information screen.

C. Activate Platform Investment Option

- “Activate Platform Investment Option on Web List” is only visible if a platform investment option has previously been accepted and inactivated. Go to the Main Menu screen, click on List All Products, and then select the previously inactivated platform investment option that now needs to be activated.

Teacher Retirement System of Texas
403(b) Product Registration

Accepted Platform Investment Option Summary
Platform Investment Option Information

Company Name: User Test Platform
Certified Product Type: No Proprietary Products
Investment Option Name: 403(b) PRS User Manual/Subaccount Test Fund
Investment Option Number: 999-P007
Investment Option Type: Custodial Account
Investment Option Status: Inactive
Review Status: Accepted
Last Changed By: 999UP001

Annual Fixed Dollar Fee
Fee Name: Platform Contract Fee
Maximum Annualized Fee Amount: \$15.00
When does the fee apply and how is it calculated? Applies: Annually at contract anniversary Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps? Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.
Is this an optional fee? No

Asset-Based Fee
Fee Name: Management Fee
Maximum Annualized Fee Percentage: 0.030%
When does the fee apply and how is it calculated? Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

Product Information

(Screen continued below)

When does the fee apply and how is it calculated? Fee applies: at the time of loan origination. Calculated: Flat dollar amount.
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

Other Fee
Fee Name: Transaction Request Fee
Maximum Annualized Fee Amount: \$10.00
When does the fee apply and how is it calculated? Fee applies: Whenever assistance is required in the sale or purchase of a security. Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

Investment Option Information

Investment Option Name: Subaccount Test Fund
Investment Option Number: 100-015-001
Investment Option Type: Custodial Account
Investment Option Status: Active
Review Status: Accepted
Last Changed By: 100UT001

Asset-Based Fee
Fee Name: Management Fee
Maximum Annualized Fee Percentage: 0.480%
When does the fee apply and how is it calculated? Fee Applies: Daily, paid monthly Calculated: Annualized percentage
What are the fee waivers, breakpoints, and caps? None.
Is this an optional fee? No

[Compare Platform Investment Option](#)
[View Platform Investment Option Information](#)
[Activate Platform Investment Option on Web List](#)
[Main Menu](#)

C. Activate Platform Investment Option (continued)

Teacher Retirement System of Texas
403(b) Product Registration

Submit Activation on Web List

Are you sure you want to submit this platform investment option for activation? If approved, this platform investment option will be displayed on the Active Products List.

Platform Investment Option Information

Company Name: User Test Platform
Certified Product Type: No Proprietary Products
Investment Option Name: 403(b) PRS User Manual/Subaccount Test Fund
Investment Option Number: 999-P007
Investment Option Type: Custodial Account
Investment Option Status: Inactive
Review Status: Accepted
Last Changed By: 999UP001

Annual Fixed Dollar Fee

Fee Name:	Platform Contract Fee
Maximum Annualized Fee Amount:	\$15.00
When does the fee apply and how is it calculated?	Applies: Annually at contract anniversary Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps?	Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.
Is this an optional fee?	No

Asset-Based Fee

Fee Name:	Management Fee
Maximum Annualized Fee Percentage:	0.030%
When does the fee apply and how is it calculated?	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No

(Screen continued below)

Certified Product Type: No Proprietary Products
Investment Option Name: 403(b) PRS User Manual/Subaccount Test Fund
Investment Option Number: 999-P007
Investment Option Type: Custodial Account
Investment Option Status: Inactive
Review Status: Accepted
Last Changed By: 999UP001

Annual Fixed Dollar Fee

Fee Name:	Platform Contract Fee
Maximum Annualized Fee Amount:	\$15.00
When does the fee apply and how is it calculated?	Applies: Annually at contract anniversary Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps?	Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.
Is this an optional fee?	No

Asset-Based Fee

Fee Name:	Management Fee
Maximum Annualized Fee Percentage:	0.030%
When does the fee apply and how is it calculated?	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No

Compare Platform Investment Option

TRS will receive automated notification that the information is ready for activation on the Web List. After review is completed, TRS will move the information to the Active Products List or will communicate with the company regarding the need for revision.

If you want to include a message in the e-mail notification being sent to TRS, enter it here:

- Click on “Submit for Activation” to submit a platform investment option. Note: Once the submittal to activate a platform investment option on the 403(b) Active Products List has been accepted by TRS, the product will move from the Inactive Products List to the Active Products List.
- Click on “Not Ready for Submission” if you do not want to submit a platform investment option for activation. This brings the user to the Platform Investment Option Information screen.

D. Remove Platform Investment Option

- This screen is accessed by selecting “Remove Platform Investment Option” from the Platform Investment Option Information screen.

The screenshot shows a web browser window displaying the 'Teacher Retirement System of Texas 403(b) Product Registration' page. On the left is a vertical navigation menu with links: Main Menu, Add Platform Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area has a purple header with the system name and title. Below the header, the title 'Remove Platform Investment Option' is centered. A red warning message asks for confirmation to remove the option, stating that all fees will be removed. Below this, the details for the selected option are listed: Company Name: User Test Platform, Product Name: 403(b) PRS User Manual/Subaccount Test Fund, Product Number: 999-P007, and Product Type: Custodial Account. At the bottom of the details are two buttons: 'Remove' and 'Do NOT Remove'.

Teacher Retirement System of Texas
403(b) Product Registration

Remove Platform Investment Option

Are you sure you want to remove this platform investment option? By removing this platform investment option, you will be removing all fees (if any) for this platform investment option.

Company Name: User Test Platform
Product Name: 403(b) PRS User Manual/Subaccount Test Fund
Product Number: 999-P007
Product Type: Custodial Account

- Click on “Remove” to remove a platform investment option from the PRS. A platform investment option may be removed only if it has been entered into the PRS, but has not yet been submitted to TRS.

Note: Once a platform investment option is removed, it must be re-entered in the PRS to register the product.

- Click on “Do NOT Remove” if you do not want to remove a platform investment option. This brings the user to the Platform Investment Option Information screen.

XXVI. View Platform Investment Option Summary

- The Platform Investment Option Summary screen lists all platform investment option, product, and investment option fees, and can be accessed from the Platform Investment Option Information screen.

The screenshot displays the 'Teacher Retirement System of Texas' interface. At the top, it says '403(b) Product Registration'. The main heading is 'Pending Platform Investment Option Summary'. Below this, it lists 'Platform Investment Option Information' for 'User Test Platform'. Key details include: 'Certified Product Type: No Proprietary Products', 'Investment Option Name: 403(b) PRS User Manual/Subaccount Test Fund', 'Investment Option Number: 999-P007', 'Investment Option Type: Custodial Account', 'Investment Option Status: Active', 'Review Status: Pending Add', and 'Last Changed By: 999UP001'. The screen is divided into two sections for fees: 'Annual Fixed Dollar Fee' and 'Asset-Based Fee'. The 'Annual Fixed Dollar Fee' section lists a 'Platform Contract Fee' of \$15.00, which applies annually at the contract anniversary. The 'Asset-Based Fee' section lists a 'Management Fee' of 0.030%, applied daily as a percentage of the average daily account value. A sidebar on the left contains navigation links such as 'Main Menu', 'Add Platform Product', 'View Web List', 'List All Products', 'List Pending Products', 'List Submitted Products', 'List Denied Products', 'Company Information', 'Change Password', '403(b) Product Registration Manual', '403(b) Certification & Product Registration', 'View 403(b) Registered Products', 'Need Help?', and 'Log out'. The bottom of the screen shows a browser status bar with 'Done', 'Internet', and '100%' zoom.

Teacher Retirement System of Texas
403(b) Product Registration

Pending Platform Investment Option Summary
Platform Investment Option Information

Company Name: User Test Platform
Certified Product Type: No Proprietary Products
Investment Option Name: 403(b) PRS User Manual/Subaccount Test Fund
Investment Option Number: 999-P007
Investment Option Type: Custodial Account
Investment Option Status: Active
Review Status: Pending Add
Last Changed By: 999UP001

Annual Fixed Dollar Fee

Fee Name:	Platform Contract Fee
Maximum Annualized Fee Amount:	\$15.00
When does the fee apply and how is it calculated?	Applies: Annually at contract anniversary Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps?	Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.
Is this an optional fee?	No

Asset-Based Fee

Fee Name:	Management Fee
Maximum Annualized Fee Percentage:	0.030%
When does the fee apply and how is it calculated?	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.
What are the fee waivers, breakpoints, and caps?	None.
Is this an optional fee?	No

Product Information

- Platform Investment Option fees are grouped by fee type and can be viewed at the top of the screen.

XXVII. Submit Platform Investment Option for TRS Review

The screenshot shows the 'Teacher Retirement System of Texas 403(b) Product Registration' interface. On the left is a navigation menu with links: Main Menu, Add Platform Product, View Web List, List All Products, List Pending Products, List Submitted Products, List Denied Products, Company Information, Change Password, 403(b) Product Registration Manual, 403(b) Certification & Product Registration, View 403(b) Registered Products, Need Help?, and Log out. The main content area is titled 'Platform Investment Option Information' and displays the following details:

- Company Name: User Test Platform
- Platform Product Name: 403(b) PRS User Manual/Subaccount Test Fund
- Platform Investment Option Name: 403(b) PRS User Manual/Subaccount Test Fund
- Base Investment Option Number: 100-015-001
- Platform Investment Option Number: 999-P007
- Product Type: Custodial Account
- Platform Investment Option Status: Active
- Review Status: Pending Add
- Last Changed By: 999UP001

Below the information are several links: 'Add, Edit, or Remove Platform Investment Option Fees', 'Discontinue Platform Investment Option', 'Remove Platform Investment Option', 'View Platform Investment Option Summary', and 'Submit Platform Investment Option for TRS Review'.

- Select “Submit Platform Investment Option for TRS Review” on the Platform Investment Option Information screen to submit a Platform Investment Option.
- This screen provides access to various other screens that allow actions such as adding, editing, or removing platform investment option fees and discontinuing or removing platform investment options.

Note: Once a platform investment option is submitted no further changes may be made until TRS accepts or returns the platform investment option for changes to be considered. A returned platform investment option may require additional information to be submitted or changes to be considered.

The screenshot shows the '403(b) Product Registration' screen. The left navigation menu is the same as in the previous screenshot. The main content area displays the following information:

- Investment Option Name: 403(b) PRS User Manual/Subaccount Test Fund
- Investment Option Number: 999-P007
- Investment Option Type: Custodial Account
- Investment Option Status: Active
- Review Status: Pending Add
- Last Changed By: 999UP001

Below this is a section for 'Annual Fixed Dollar Fee' with the following details:

- Fee Name: Platform Contract Fee
- Maximum Annualized Fee Amount: \$15.00
- When does the fee apply and how is it calculated?: Applies: Annually at contract anniversary Calculated: Flat dollar amount
- What are the fee waivers, breakpoints, and caps?: Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.
- Is this an optional fee?: No

Next is a section for 'Asset-Based Fee' with the following details:

- Fee Name: Management Fee
- Maximum Annualized Fee Percentage: 0.030%
- When does the fee apply and how is it calculated?: Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.
- What are the fee waivers, breakpoints, and caps?: None.
- Is this an optional fee?: No

Below the fee sections is a certification statement: ☒ I certify that, based on my personal knowledge, all of the information is true and accurate.

Below the certification is a note: When a company submits product registration information, TRS receives automated notification that the information is ready for review. After review is completed, TRS will post the information to its Web site or will communicate with the company regarding the need for revision.

Below the note is a text box for a message: If you want to include a message in the e-mail notification being sent to TRS, enter it here:

At the bottom are two buttons: 'Submit for Review' and 'Not Ready for Submission'.

Note: User will be asked to certify that all information that is being submitted is true and accurate.

XXVIII. Compare Previously Accepted Platform Investment Option with Newly Submitted Edits

- Select “Compare Platform Investment Option” from the Platform Investment Option Summary screen to view edits.
- This function allows user to compare previously accepted product information with pending edits submitted to TRS. Fields are highlighted to show where changes have taken place.

Teacher Retirement System of Texas			
403(b) Product Registration			
Compare Product			
	Web List	Proposed Revision	
Company Name:	User Test Platform	User Test Platform	
Product Name:	403(b) PRS User Manual/Subaccount Test Fund	403(b) PRS User Manual/Subaccount Test Fund	
Product Number:	999-P007	999-P007	
Product Type:	Custodial Account	Custodial Account	
Product Status:	Active	Active	
Review Status:	Accepted	Pending Edit	
Last Changed By:	999UP001	999UP001	
Annual Fixed Dollar Fee			
Fee Name:	Platform Contract Fee	Platform Contract Fee	
Maximum Annualized Fee Amount:	\$15.00	\$10.00	
When does the fee apply and how is it calculated?	Applies: Annually at contract anniversary Calculated: Flat dollar amount	Applies: Annually at contract anniversary Calculated: Flat dollar amount	
What are the fee waivers, breakpoints, and caps?	Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.	Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.	
Is this an optional fee?	No	No	
Asset-Based Fee			
Fee Name:	Management Fee	Management Fee	
Maximum Annualized Fee Percentage:	0.030%	0.030%	
When does the fee apply and how is it calculated?	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.	
What are the fee waivers			

(Screen continued below)

Product Number:	999-P007	999-P007
Product Type:	Custodial Account	Custodial Account
Product Status:	Active	Active
Review Status:	Accepted	Pending Edit
Last Changed By:	999UP001	999UP001
Annual Fixed Dollar Fee		
Fee Name:	Platform Contract Fee	Platform Contract Fee
Maximum Annualized Fee Amount:	\$15.00	\$10.00
When does the fee apply and how is it calculated?	Applies: Annually at contract anniversary Calculated: Flat dollar amount	Applies: Annually at contract anniversary Calculated: Flat dollar amount
What are the fee waivers, breakpoints, and caps?	Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.	Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.
Is this an optional fee?	No	No
Asset-Based Fee		
Fee Name:	Management Fee	Management Fee
Maximum Annualized Fee Percentage:	0.030%	0.030%
When does the fee apply and how is it calculated?	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.
What are the fee waivers, breakpoints, and caps?	None.	None.
Is this an optional fee?	No	No
Web List Fee Summary Proposed Fee Summary Main Menu		

XXVIII. Compare Previously Accepted Platform Investment Option with Newly Submitted Edits (continued)

Home Summary & Statistics	Product Number:	Fund	Fund
List Submitted Products	Product Type:	999-P007	999-P007
List Denied Products	Product Status:	Custodial Account	Custodial Account
Company Information	Review Status:	Active	Active
Change Password	Last Changed By:	Accepted	Pending Edit
403(b) Product Registration Manual		999UP001	999UP001
403(b) Certification & Product Registration	Annual Fixed Dollar Fee		
View 403(b) Registered Products	Fee Name:	Platform Contract Fee	Platform Contract Fee
Need Help?	Maximum Annualized Fee Amount:	\$15.00	\$10.00
Log out	When does the fee apply and how is it calculated?	Applies: Annually at contract anniversary Calculated: Flat dollar amount	Applies: Annually at contract anniversary Calculated: Flat dollar amount
	What are the fee waivers, breakpoints, and caps?	Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.	Breakpoint: This fee is waived if contract value is greater than \$60,000 on the date the fee is deducted.
	Is this an optional fee?	No	No
	Asset-Based Fee		
	Fee Name:	Management Fee	Management Fee
	Maximum Annualized Fee Percentage:	0.030%	0.030%
	When does the fee apply and how is it calculated?	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.	Fee applied: Daily as a percentage of average daily account value. Calculated: Charged monthly.
	What are the fee waivers, breakpoints, and caps?	None.	None.
	Is this an optional fee?	No	No
	Web List Fee Summary Proposed Fee Summary Main Menu		

- Select “Web List Fee Summary” to view fees as they are currently shown on the 403(b) Registered Products List.
- Select “Proposed Fee Summary” to view fees as they will be shown on the 403(b) Registered Products List, once changes have been accepted by TRS.

XXIX. Menu Bar-List of Options

Main Menu:	List of options provided after logging into the PRS. Provides links to take several actions such as add a product, view product, or company information.
Add Product:	The initial screen for product registration.
Add Platform Product:	The initial screen for certified platform companies to register products that are currently registered by another certified company.
View Web List:	List of all accepted products.
List All Products:	List of all products in edit status such as: Accepted, Pending Add, Pending Edit, Submitted New, Submitted Existing, or Denied.
List Pending Products:	List of all products in pending status such as: Pending Add or Pending Edit.
List Submitted Products:	List of all products in submitted status such as: Submitted New or Submitted Existing.
List Denied Products:	List of all products in denied status. All denied products will remain on this screen unless removed.
Company Information:	List of Company Information, Contact Information, and Web site User information.
Change Password:	Allows user to change password. For assistance with changing your password, contact TRS at (866) 616-4032 or email TRS at.
403(b) Product Registration Manual:	Takes user to the Product Registration System instructional manual.
403(b) Certification & Product Registration:	Takes user to the TRS 403(b) Certification and Product Registration Web site.
View 403(b) Registered Products:	Takes user to the TRS 403(b) Active Products List.
Need Help?:	For assistance with 403(b) product registration, contact TRS at (866) 616-4032 or email TRS at 403b@trs.state.tx.us .
Log out:	Logs user out of the PRS.